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ABSTRACT

This handbook, intended to help high school students prepare for further education and careers, is divided into six sections. Section I provides information on high school graduation requirements, department offerings and related careers, the Regional Occupation Program (ROP), and adult school. Section II offers recommendations on planning for college; lists entrance requirements, application procedures, and other information for the University of California system, the California State University system, and California community colleges; and provides descriptions of many private colleges in California. Section III describes the Scholastic Aptitude Test (SAT), Achievement Tests (ACH), the American College Testing Program (ACT), and Advanced Placement Tests (APT). Section IV, "Financial Aid," describes federal programs, California state programs, and college and university programs; lists the estimated 1982-83 costs of many public and private colleges in California; and describes local financial aid sources. Section V discusses apprenticeship programs, vocational schools, and the military. Section VI, "Obtaining a Job," offers recommendations for the job search, the application letter and resume, the employment interview, and for keeping a job. This document was selected by the Association of California School Administrators (ACSA) Task Force on Public Confidence as descriptive of a promising practice or exemplary project worthy of highlighting for the California educational community. (DC)

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Career Guidance Handbook

- Rowland Unified School District
- Nogales
- Rowland
- Santana

- Vocations
- High School Graduation
- Colleges
- Testing
- Financial Aid
- Other Opportunities
- Obtaining A Job

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ROWLAND UNIFIED SCHOOL DISTRICT

CAREER GUIDANCE HANDBOOK

This document was selected by the Association of California School Administrators (ACSA) Task Force on Public Confidence as descriptive of a promising practice or exemplary project worthy of highlighting for the California educational community.

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COUNSELING FOR SUCCESS

CAREER GUIDANCE

A SPRINGBOARD FROM HIGH SCHOOL

Your counseling staff has pulled together this handbook to assist students in making the best use of their high school years as they prepare for further education and a career of their choice.

We've taken a careful look at the requirements for high school graduation. We've reviewed information on colleges and universities, testing and financial aid.

Next we've discussed apprenticeships, vocational schools and military opportunities. Finally, we've highlighted important information on how to obtain a job.

We want each student's high school years to be productive and rewarding--leading to successful adulthood as a contributing member of society.

We're here to assist you.

Your Counseling Staff

1983

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THIS HANDBOOK WAS DESIGNED TO CONTAIN THE MOST RECENT AND COMPLETE INFORMATION AVAILABLE. HOWEVER, DUE TO POSSIBLE CHANGES SINCE PRINTING, PLEASE CONTACT THE CAREER CENTER OR YOUR COUNSELOR FOR ANY UPDATED INFORMATION.

HIGH SCHOOL GRADUATION

HIGH SCHOOL GRADUATION REQUIREMENTS

General Requirements

1. A minimum of 210 Units
2. Demonstrated minimum competence in:
   a. Reading
   b. Writing
   c. Mathematics

Usual High School Program Pattern

9th

P.E.	10
English	10
Math	10
Geography	10
Elective	10
Elective	10

10th

P.E.	10
English	10
Science	10
Math or Elective	10
Elective	10
SRC	3.5

11th

P.E.	10
English	10
U.S. History	10
Math or Elective	10
Elective	10

12th

English	10
Government & S.S. Elec.	10
Math or Elective	10

Course Requirements

1. English - 40
2. Social Studies - 30
   a. Geography - 10 units
   b. U.S. History - 10 units
   c. Government - 5 units
   d. Elective - 5 units

3. Science - 10 units
4. Mathematics - 10 units
   a. Pass Minimum Competency Test in Math or
   b. Continuous enrollment in Math until competency is met.
5. S.R.C. (State Requirements Course)
6. Physical Education - 30 units
   Students in grades 9, 10, 11 must be continuously enrolled in P.E.
7. Satisfy either vocational or college entrance requirements.
   a. College Preparation courses - 50 units
   b. Vocational - 10 units

Vocational Courses Offered

NOGALES HIGH SCHOOL

A. AGRICULTURE DEPARTMENT
   1. Horticulture IA & IB
   2. Landscaping II, III and IV

B. BUSINESS DEPARTMENT
   1. Accounting
   2. Advanced Accounting A, B
   3. Business Honors, A, B
   4. Calculating Machine & Practice
   5. Jobs A or B
   6. Office Management A,B
   7. Office Practice
   8. Recordkeeping
   9. Shorthand IA,B & II A, B
   10. Typing IA & IB, IIA, IIB

HIGH SCHOOL GRADUATION REQUIREMENTS.....Continued

Course Requirements

NOGALES - Continued

C. HOME ECONOMICS DEPARTMENT

1. Food Services
2. Exploring Early Childhood
3. Interior Design
4. Restaurant Operations

D. INDUSTRIAL ARTS DEPARTMENT

*1. Auto I
2. Automotive/Body Repair
*3. Basic Drafting
4. Architectural and Engineering Drafting
*5. Electricity
6. Electronics
*7. Graphics
8. Advanced Graphics
9. Jewelry
*10. Metal 1A
11. Metal 1B
12. Welding and Brazing
*13. Photography I
14. Photography II
14a. Commercial Photography
*15. Woodworking
16. Wood II, A,B

E. SOCIAL STUDIES DEPARTMENT

1. Law Enforcement (ROP)

F. MATHEMATICS DEPARTMENT

1. Fortran

*Entry level classes meet 5 credits of the vocational requirement when followed by the level two courses in the same subject area.

ROWLAND HIGH

A. BUSINESS DEPARTMENT

1. Accounting I and II
2. Calculating Machines
3. Office Management
4. Recordkeeping
5. Shorthand I and II
6. Typing 1A and 1B
7. Typing 2A and 2B

B. HOME ECONOMICS

1. Child Growth and Development
2. Child Care Aide
3. Food Service
4. Interior Design
5. Restaurant Operations

C. INDUSTRIAL ARTS

1. Advanced Auto
2. Advanced Metal
3. Architectural Drafting
4. Cabinetmaking
5. Engineering Drafting
6. Letterpress & Offset Lithography
7. Production Printing

D. OTHER

1. Adult School Vocational Classes
2. Journalism
3. ROP (Regional Occupational Program)
4. Work Experience

HIGH SCHOOL GRADUATION REQUIREMENTS..... Continued

Course Requirements

SANTANA HIGH

A. INDUSTRIAL ARTS
- *1. Wood - 1A
- 2. Wood - 1B

B. CONSUMER EDUCATION
- *1. Clothing - 1A
- 2. Clothing - 1B
- *3. Foods - 1A
- 4. Foods - 1B

C. BUSINESS

1. Typing, IA, IB, IC, 2A
2. Office Machines, IA, IB
3. Office Practice, IA, IB
4. Recordkeeping, IA, IB
5. Filing, IA, IB
6. Office Job Training (Certificates)

Accounts Payable Clerk
Accounts Receivable Clerk
Billing Clerk
Clerk Typist
Credit Clerk
File Clerk
Mail Clerk
Office Cashier
Order Clerk
Personnel Clerk
Purchasing Clerk
Stock Control Clerk
Traffic Clerk
Typist

DIRECTORY OF DEPARTMENTAL COURSE OFFERING
AND
RELATED OCCUPATIONS

Upon graduation from high school, most people are forced to make choices about finding the right job, entering the Military Service, or continuing their educations. How difficult this transition may be is most often determined by how well an individual planned for post high school experiences. The Directory of Departmental Course Offerings and Related Occupations provides useful information to initiate and facilitate the planning process.

HIGH SCHOOL CURRICULAR DEPARTMENTS

Agriculture
Business Education
English and Reading
Fine Arts
Foreign Language
Home Economics
Industrial Education
Math
Physical Education/Athletics
Science
Social Studies

The following abbreviations indicate the schools at which specific courses are offered.

N = Nogales High School
R = Rowland High School
S = Santana High School

AGRICULTURE DEPARTMENT

COURSES OFFERED

N Animal Science 1 A, B

N Horticulture 1 A, B

N Landscaping II, III, IV

N Student Assistant Horticulture

RELATED OCCUPATIONS

Agricultural Chemist
Agricultural Economist/Accountant
Agricultural Engineers
Animal Keeper
Geologist
Gardener
Agricultural Journalism
Meat Cutter
Veterinarian
Rancher (Citrus, Cattle, Horse)
Egg Ranch Manager
Entomologist
Farm Equipment Operator
Park Ranger
Forestry Technician
Florist
Landscaper
Landscape Architect
Soil Conservationist
Environmentalist
Exterminator
Fish and Game Warden
Urban Planning

BUSINESS EDUCATION DEPARTMENT

COURSES OFFERED

NR	Accounting
NR	Advanced Accounting
R	Business Communications
R	Business Law
N	Business Honors
S	Business Psychology
N	Calculating Machines & Practice
NR	Calculating Machines/Recordkeeping
N	JOBS (Job Opportunity Business Skills)
S	OJT (On Job Training)
S	Banking Occupations
S	Income Tax Preparation
S	Sample Civil Service Tests
S	Filing
NS	Office Practice
NR	Office Management & Procedures
S	Introduction to Office Machines
N	Recordkeeping
S	Recordkeeping I A, I B
NR	Shorthand I
NR	Shorthand II
NRS	Typing I A, B
NRS	Typing I C
NRS	Typing II A, B
R	Personal Typing/Notehand
S	Typing in Spanish
S	Independent Study Typing
NRS	Student Assistant Business

RELATED OCCUPATIONS

File Clerk
Clerk Typist
Post Office Clerk
Telephone Operator
Admitting Clerk
Airline Ticket Agent
Bank Teller
Court Reporter
Data Processing Programmer
Bank Officer
Accountant
Legal Secretary
Medical Records Clerk

Office Manager
Receptionist
Cashier
Billing Clerk
Bookkeeper
Hotel Clerk
New Account Clerk
Office Machine Serviceman
Purchasing Agent
Stenographer
Stock Clerks
Key Punch Operator

ENGLISH AND READING DEPARTMENTS

COURSES OFFERED

NRS	Reading Clinic
NRS	Reading Improvement
N	Language Development Bilingual
N	Reading Improvement Bilingual
NRS	English Basic
NRS	English Transitional
NRS	English 9, 10, 11, 12
NRS	Advanced English 9, 10, 11, 12
NRS	Honors English 9, 10, 11, 12
R	Advanced Composition
NRS	Annual Yearbook
NRS	Journalism
NR	College Preparation Reading
NRS	Student Assistant English
R	Reading Tutor
NRS	Student Assistant Reading

RELATED OCCUPATIONS

Actor/Actress
Author
Advertisement Writer
Copywriter
Critic
Journalist
Judge
Lecturer
Lawyer
Playwright
Politician
Proofreader
Professor
Motion Picture Script Writer
Newscaster
Newswriter
Novelist
Radio/T.V. Announcer
Sales Person
Speech Writer
Sportscaster
Sportswriter
Teacher
Technical Writer

FINE ARTS DEPARTMENT

COURSES OFFERED

NR	Animation	R	Bandettes
NRS	Art I A, B	N	Beginning Guitar
NRS	Advanced Art	N	Advanced Guitar
R	Art II, III, IV	N	Cadet Band
S	Statuary Painting	NR	Concert Band
NS	Ceramics I A, B	NR	Marching Band
NS	Ceramics II Advanced	NR	Symphonic Band
RS	Ceramics and Sculpture I	NR	Wind Ensemble
RS	Ceramics and Sculpture II	N	Flags
R	Crafts I A, B	N	Drill Team
N	Beginning Modern Dance	R	Acapella Choir
N	Advanced Modern Dance	R	Chauntiers
N	Ballet Folklorico	NRS	Chamber Singers
R	Drama	N	Concert Choir
N	Drama/Stagecraft	R	Raider Chorale
N	Drama/Bilingual	N	Treble Choir
NR	Advanced Drama	NR	Student Assistant Music
N	Advanced Band	N	Jewelry

RELATED OCCUPATIONS

Model
Photographer
Radio and T.V. Technician
Reporter
Technical Illustrator
Copywriter
Painter
Photo Engraver
Radio Announcer

Tape Editor
Technical Writer
Stage Writer
Stage Lighting Man
Set Designer
Director
Sculptor
Musician

FOREIGN LANGUAGE

COURSES OFFERED

NR	French I, II, III, IV
R	German I, II, III, IV
NR	Spanish I, II, III, IV
NR	Student Assistant Foreign Language
N	Spanish for Spanish Speakers

RELATED OCCUPATIONS

Ambassador
Archaeologist
Author
Border Patrol
Broadcaster
Business Administrator
Cryptographer
Customs Officer
Diplomatic Service
Flight Attendant
Foreign Language Teacher
Foreign Language Professor
Interpreter
Member of the Armed Services
Member of the Peace Corps
Missionary
Researcher
Sales Person
Social Service Worker
Translator
Travel Guide
Travel Agent

HOME ECONOMICS DEPARTMENT

COURSES OFFERED

NR	Consumer Clothing
S	Foods I, II
NR	Consumer Foods and Nutrition
S	Clothing I, II
R	Advanced Clothing
S	Consumer Education
NR	Food Service
N	Marriage and Family
NR	On Your Own
NR	Total Teen
S	Thinking Thin
R	Child Growth and Development
R	Child Care
S	Parenting
N	Parenting & Exploring Childhood
R	Home Economics Special Projects
NR	Restaurant Operation
NRS	Interior Design
NRS	Student Assistant Home Economics

RELATED OCCUPATIONS

Baker
Cook-Chef
Designer Clothing and Interior
Dietician
Waiter
Waitress
Caterer
Home Economist
Consumer Affairs Advisor
Home Economics Teacher
Garment Factory Worker
Clothing Sales
Nursery School Aide
Nursery School Teacher
Yardage Goods Sales Clerk
Furniture Salesperson
Home Appliance Sales
Furniture Upholsterer
Clothing Presser
Seamstress
Tailor

INDUSTRIAL EDUCATION DEPARTMENT

COURSES OFFERED

R	Introduction to Auto
N	Auto Level I
R	Advanced Auto I, II
N	Automotive Body Repair Level II
N	Basic Drafting Level I
R	Introduction to Drafting
R	Intermediate Drafting
NR	Architectural Drafting
NR	Engineering Drafting
R	Introduction to Electronics
R	Intermediate Electronics
N	Electricity Level I
N	Electronics Level II
N	Graphics Level I
N	Advanced Graphics Level II
R	Introduction to Printing
R	Letterpress and Offset and Lithography Printing
R	Production Printing
R	Introduction to Metal
R	Advanced Metal
N	Metalworking I A, B
N	Welding and Brazing
RS	Introduction to Wood
RS	Cabinetmaking
NS	Woodworking I
NS	Woodworking II A, B
R	Industrial Education Special Projects
NS	Photography I
NS	Photography II
N	Commerical Photography
NRS	Student Assistant-Industrial Arts

RELATED OCCUPATIONS

Architect
Automotive Mechanic
Boat Builder
Building Inspector
Bricklayer
Cabinetmaker
Carpenter
Draftsman
Electrician
Heavy Equipment Operator
Printer
Radio/T.V. Repairman
Machinist
Electronics Assembler
Sheet Metal Worker
Tool and Die Maker
Welder
Furniture Production
Furniture Upholsterer
Plasterer
Floor Covering Installer
Plumber
Civil Engineer
Photographer

MATH DEPARTMENT

COURSES OFFERED

NRS	Applied Math I, II, III, IV, V
NRS	Applied Math E
NRS	Algebra 1 A, B
NRS	Algebra II A, B
N	Geometry Honors
NRS	Trigonometry and Analytic Geometry A, B
RS	Calculus
N	Basic (Introduction to Computer Programming)
N	Fortran (Level 2 Computer Programming)
N	Student Assistant Computer A
NRS	Student Assistant Math

RELATED OCCUPATIONS

Architect
Astronomer
Chemist
Computer Programmer
Engineer Construction
Engineer Electrical
Math Teacher
Math Professor
Physicist
Space Engineer
Statistician
Tool and Die Maker
Computer Construction
Accounting
Estimator
Bookkeeper
Economist
Psychometrist
Sales Analyst
Controller
Banker
Investment Counselor

PHYSICAL EDUCATION/ATHLETICS DEPARTMENTS

COURSES OFFERED

NR	Physical Education 9
R	Physical Education 10 A,B 11 A,B 12 A, B
NR	Physical Education Adaptive
N	Badminton
N	Basketball
N	Body Conditioning
N	Bowling
N	Conditioning & Weight Training
N	Gymnastics
N	Jogging for Health
R	Modern Dance
R	Advanced Dance
N	Soccer
N	Swimming
N	Synchronized Swimming
N	Tennis Beginning
N	Tennis Advanced
S	Competition and Cooperation (Elective)
R	Student Assistant
R	Student Leader

ATHLETICS

FALL

Boys	Girls
Football	Volleyball
Cross Country	Tennis
Water Polo	Cross Country

WINTER

Basketball	Basketball
Wrestling	
Soccer	

SPRING

Track	Track
Baseball	Softball
Tennis	Badminton
Gymnastics	Swimming
Golf	
Swimming	

RELATED OCCUPATIONS

Athletic Coach
Athletic Trainer
Acrobat
Athlete (Professional)
Lifeguard
Mountain Climber
Horse Trainer
Sporting Goods Sales Person
Athletic Statistician
Athletic Doctor
Oceanographer
Fisherman
Athletic Equipment Designer
Swimming Instructor
Recreation Leader
Athletic Grounds Maintenance
Umpire
Policework
Gymnast
Scout Leader

SCIENCE DEPARTMENT

COURSES OFFERED

NRS	IPS (Introduction to Physical Science)
N	Introduction to Physical Science Honors
NS	IIS (Investigations in Science)
NRS	IIS Basic
RS	IIS Physical-Life
N	IIS Bilingual
R	Plant Science
R	Computer Science
R	Marine Biology
NRS	Biology A, B
NR	Biology Honors
NR	Chemistry A, B
N	Chemistry Bilingual
NR	Human Body
NR	Physics
NR	Anatomy/Physiology
R	Advanced Science Project Honors
NRS	Student Assistant Science

RELATED OCCUPATIONS

Aeronautical Engineer
Air Traffic Controller
Airplane Pilot
Astronaut
Biochemist
Biologist
Architect
Chemist
Navigator
Radioman - Sea
Dentist
Doctor
Dental Lab Technician
Geologist
Meteorologist
Military Strategist
Oceanographer
Physicist
Science Teacher
Surgeon
Surveyor
Geologist
Entomologist
Pharmacist
Physical Therapist
Lab Scientist
Nurse
X-Ray Technician
Zoologist
Veterinarian

SOCIAL STUDIES DEPARTMENT

COURSES OFFERED

NRS	World Geography
NRS	World Geography Basic
R	World Geography AL
N	World Geography Honors
N	World Geography Bilingual
NR	Modern European History
NRS	U.S. History and Institutions
NRS	U.S. History and Institutions Basic
NR	U.S. History and Institutions Honors
N	U.S. History Bilingual
R	Political Science
RS	Criminal and Civil Law
RS	Criminal and Civil Law Basic
N	Criminal and Civil Justice
NR	Psychology
N	Psychology Honors
N	Sociology
N	Economics
NRS	American Government Basic
NRS	American Government
NR	American Government Honors
N	American Government Bilingual
R	Social Studies Advanced Project
NRS	Student Assistant Social Studies

RELATED OCCUPATIONS

Advertising Agent
Anthropologist
Biographer
Cartographer
Counselor
Lawyer
Historian
Judge
Politician
Social Studies Teacher
Mediator
Archaeologist
Newscaster
Pharmacist
Physician
Physiotherapist
Preacher
Psychiatrist
Psychologist
Sociologist
Public Relations Counselor
Librarian
Economist
Receptionist

REGIONAL OCCUPATION PROGRAM

The Regional Occupation Program (R.O.P.) provides job skills and on-the-job training for high school students. The La Puente Valley Regional Occupational Program serves students in the Rowland Unified School District and three other neighboring school districts. Any high school student is eligible to enroll in an R.O.P. class. Preference is given to 11th and 12th grade students providing they meet specific requirements listed for the class.

WHEN MAY STUDENTS ENROLL?

Most classes have open enrollment and students may enroll at any time during the year.

A high school student should consult his/her counselor for assistance in determining occupational goals, career choices, and for information regarding specific graduation requirements.

HOW DO HIGH SCHOOL STUDENTS ENROLL?

1. Each high school served has a Career Center with a teacher/technician and an R.O.P. Guidance Aide, who will help you enroll and answer questions regarding the classes. Schools in R.U.S.D. are:

Nogales High School	965-3437 X51
Rowland High School	965-7713
Santana High School	965-5971

2. Students may enroll at the R.O.P. office located next to La Puente High School.

   455 N. Glendora Ave.
   La Puente, CA 91744
   Phone: 333-3773 or 333-2201 X361

3. Students may enroll by going directly to the class and talking with the teacher. All high school students enrollment cards require parent and school counselor signatures.

R.O.P. TRANSPORTATION:

There is limited transportation for R.O.P. classes. Bus schedules are available from the Guidance Aide in the local high school Career Center or office. Transportation is never provided to individuals once they are placed in a store, office, or training site in the community. The "world of work" requires that a person be able to get to a job. R.O.P. prepares a person for work and getting to the job is the individual's responsibility.

ARE GRADES AND CREDITS EARNED IN R.O.P.?

Job skills are the main emphasis in R.O.P. classes; however if a student satisfactorily performs the required job tasks, credits and grades may be issued and applied toward high school graduation. Mere attendance in class will not warrant grades nor credits. The student must perform and achieve skills.

CLASS REQUIREMENTS:

This schedule must be checked carefully for individual class prerequisites such as: age, minimum skill requirements, provision of uniforms and certain equipment and supplies, health exams, and ability to provide individual transportation to a training site. In certain classes, there is an interview and selection process and in all classes preference for class entry is given to 11th and 12th graders who are ready to enter the "world of work."

TYPES OF R.O.P. TRAINING CLASSES:

1. Community Classroom involves lecture and theory in a classroom setting and then assignment to a site in business, industry, hospital or school for "on-the-job training." The assigned class hours will vary depending on the availability of training sites.
2. Cooperative Vocational Education Programs are new to the La Puente Valley R.O.P. Cooperative Vocational Education is an instructional program which correlates formal vocational classroom instruction with regularly scheduled, paid, on-the-job learning experiences.

   Requirements:

   1. The student must be 16 years of age.
   2. He/She must be a full-time student.
   3. He/She must not have graduated from high school or vocational school.

R.O.P. . . . continued

4. He/She must be enrolled in and actively pursuing a qualified cooperative education program.
5. He/She must be approved by Teacher-Coordinator.
6. He/She must have parental or guardian approval if under 18 years of age.

3. R.O.P. On-Campus Training Programs:

R.O.P. on-campus programs are designed to supplement those currently offered by the respective high schools where it is not feasible for a single district to develop them due to limited facilities, equipment, trained personnel, number of interested students, etc.

Supporting a high quality job training program on every campus is quite costly. Transporting students from neighboring schools to a single school site is much less expensive. The result is a much more efficient use of the educational dollar.

R.O.P. TRAINING OFFERED:

Training opportunities change each semester. It is necessary to consult the current catalogues for the training opportunities, time, and place. Some of the classes offered are listed for your convenience:

LARGE ANIMAL OCCUPATIONS I

Learn: Student will learn basic skills in caring for large animals (horses, steer, sheep, goats).

Potential Jobs: Board and stable attendants, ranch workers. After successful completion of Large Animal Occupations I, students enter Large Animal Occupations II

LARGE ANIMAL OCCUPATIONS II

Learn: Advanced care and upkeep of large animals (horses, steer, sheep, goats). Students will learn to treat animals with minor illnesses.

Potential Jobs: Board and stable attendants, ranch workers, veterinarian assistants, and preparation for advanced training at an agricultural college.

LARGE ANIMAL OCCUPATIONS III

Learn:	Student will learn intermediate procedures and skills in animal sciences, the requirements, skills and knowledge to be a successful employee or employer, and through actual participation, the conditions and skills necessary to work in the field of animal sciences.
Potential Jobs:	Veterinary Assistant (small and large animals), assistant feed lot foreman, horse production employee, and farm assistant manager for dairy sheep, goat, beef, and swine farms.

LARGE ANIMAL OCCUPATIONS IV

Learn:	Student will learn advanced procedures and skills needed to work in animal sciences, the requirements, skills and knowledge to be a successful employee or employer, and through actual participation, the conditions and skills necessary to work in the field of animal sciences.
Potential Jobs:	Agricultural Consultant, grader/inspector, agricultural investment advisor and feed lot operations manager.

SMALL ANIMAL CARE TECHNICIAN

Learn:	To feed and care for lab animals and reptiles, grooming and dog obedience.
Potential Jobs:	Pet groomer, kennel person, pet shop attendant, veterinarian hospital attendance and lab technician.

AUTO BODY REPAIR/PAINT

Learn:	Skills in basic auto body repair including grinding, straightening, filling, priming, painting, custom painting, job/cost estimation, customer relations and writing work orders.
Potential Jobs:	Work in car agencies or private garages, auto parts and services, salesperson or cost estimator.

AUTO BRAKES AND TRANSMISSION

Learn: To identify types and grades, check master cylinder, brake lines, replace brake pads and disc shoes and rebuild wheel cylinders and calipers. To use impact tools, execute torquing procedures and balance and align wheels. To inspect and service universal joints, replace axle gearings and seals, rebuild manual transmissions and differentials. Practice in customer relations, job estimating and work orders.

Potential Jobs: Brakeman, brake adjuster, transmission mechanic.

AUTO REPAIR/TUNE-UP

Learn: To test and analyze engine compression, compare test results with specifications, diagnoses and testing methods for spark plugs, trouble shoot ignition system malfunction, read out and interpretation of tachometer, service distributor, practice customer relations, estimation and work orders.

Potential Jobs: Service station attendant, auto mechanic in car agency or private garage, auto parts and services salesperson, cost estimator.

BUS DRIVER

Learn: Student will learn how to be a professional bus driver, efficient and safe pupil transportation, the requirements to pass the examinations for licensure, and how to maintain a low rate of accidents involving school buses.

Potential Jobs: Bus Driver, Type II licensed Bus Driver.

CHILD CARE OCCUPATIONS

Learn: To assist staff of a pre-school in learning activities; guiding children's routine activities; providing for health, safety and psychological needs of children; preparing for learning environment; using and maintaining equipment and facility, performing clerical routines.

CHILD CARE OCCUPATIONS - Cont'd

Potential Jobs: Nursery school worker, house parent, child care attendant, attendant at children's institution, special school counselor or guidance aide.

EDUCATION ASSISTANT

Learn: Training methods in reading, language arts, mathematics, behavior modification, role of an aide and teacher assistant, operation of office machines and audio-visual equipment. Fieldwork will be in an elementary school in both elementary and intermediate levels and special education.

Potential Jobs: Instructional aide, communication aide, library aide, home tutor, office machine operator, audio-visual equipment operator, or guidance aide.

COMPUTER OPERATIONS

Learn: Basic understanding of electronic computer systems. Explains how numeric and alphabetic data are recorded. The course will introduce the student to "hands on" intimacy with the computer. The student will have the first opportunity to "control" the computer by writing instructions called a program and debugging the problem on the computer. Students will run and debug their programs on a Micro computer. Subsequent emphasis will be provided in the following areas: Numeric data entry, inventory control, payroll/checkwriting, accounts payable/receivable and general ledger.

Potential Jobs: General Ledger Computer Operator, Accounts Receivable Computer Operator, Accounts Payable Computer Operator, Inventory Control Computer Operator, Numeric Data Entry Computer Operator

COSMETOLOGY

Learn: Student will be taught how to do Shampoo, Rinses, Hair-styling, Permanent Waving, Facials, Manicuring, Arm, Hand and Neck Massaging, Bacteriology, Anatomy Hygiene, Sanitation, Sterilization, Salon Management, Customer Relations, Hair Straightening, Artificial Nails and Hair Coloring/Bleaching.

COSMETOLOGY - Cont'd

Potential Jobs: Prepares a student for entry level skills in cosmetology, Manicurist, Wig-Stylist, Receptionist, Make-Up Artist, Manufacturer Representative, Aesthetician, and Facial Practices.

COSMETICIAN

Learn: Trains student as a licensed cosmetician in California. Such areas as Board's Rules and Regulation, Chemistry, Electricity, Bacteriology, Facials, (Manual and Electrical) Eyebrow arching and Hair Removal, and employment skills are covered in the training.

Potential Jobs: Cosmetician

MANICURIST

Learn: Prepares student to be a licensed manicurist in the state of California. Along with the state requirements--The Cosmetology Act and the Board's Rules and Regulations, Cosmetology Chemistry, Bacteriology, water and oil manicures, pedicure, artificial nails, employment skills and rules and regulations pertaining to training are covered.

Potential Jobs: Manicurist

ELECTRONICS DIGITAL TECHNICIAN

Learn: Entry level skills as an electronics digital technician. Instruction includes rules and regulations pertinent to the training, skills necessary to gain and hold employment, digital circuit operation, digital circuit measurements, and computer operations.

Potential Jobs: Coil Winder, Electronics Assembler, Semi Conductor Assembler, Wire Harness Assembler, Electronics Worker, Cable Maker, Braser Induction, Material Handler

R.O.P. . . . continued

ELECTRONIC TECHNICIAN

Learn: Quality training, sufficient to insure skills necessary to enter the electronics business. Students will be taught employment skills, rules and regulations pertaining to troubleshooting.

Potential Jobs: Coil Winder, Electronics Assembler, Semi Conductor Assembler, Wire Harness Assembler, Electronics Worker, Cable Maker, Brazer, Induction, Material Handler.

RADIO/TV REPAIR

Learn: To use test equipment, volt-ohm meter, vacuum tube volt meter, tube testor, color bar generator, FM generator, troubleshooting procedures within color receiver, tape players, record players and small appliances. Techniques of sales, inventory and ordering parts.

Potential Jobs: Radio and TV repairperson, television installer, electronic parts salesperson, electronic parts stock clerk, sounds system installer.

BANK TELLER

Learn: Student will learn about Teller functions. Bank terminology, forms and procedures of Computer Reports, Branch Terminal System, Debits and Credits, protection and cash control, and types of accounts.

Potential Jobs: Bank Teller

BANKING OCCUPATIONS

Learn: To operate calculator and proof machine, computer printouts and carry out various services performed in one of 19 banks in the area.

Potential Jobs: Bank cashier, teller, ledger clerk, notes and exchange clerk, customer service clerk and various clerical positions in business and industry.

R.O.P. . . . continued

FINANCIAL MANAGEMENT

Learn: To process loans, customer account files, credit procedures and credit check, including basic procedures in financial management and office operation. The classroom is conducted in a credit union.

Potential Jobs: Accounting clerk, billing machine clerk, cashier-loan clerk, credit clerk, and various clerical jobs in business and industry.

FLORAL DESIGN

Learn: Skills in flower arranging, including bouquets, vases, wreaths, corsages, sprays with both fresh, artificial and dry flowers. Retail sales skills and customer relations in basic operations of retail flower shop.

Potential Jobs: Beginning flower designer, flower shop salesperson, flower shop helper, artificial flower arranger, wreath maker

DENTAL ASSISTING

Learn: Chairside assistance to dentist, laboratory and radiology; office procedures for front and back office as: scheduling appointments, and answering telephones. Basic knowledge in odontography, oral histology and anatomy will be taught.

Potential Jobs: Dental assistant, receptionist, insurance form clerk in dental office, hospital dental assistant, dental lab technician and preparation for advanced training as hygienist or dentist.

NURSING ASSISTANT

Learn: Basic nursing skills such as bed making, bathing patients, food service, transporting patients and other nursing procedures. Orientation to health care facilities, professional ethics, legal aspects in nursing, safety rules, medical terminology and record keeping.

NURSING ASSISTANT - Cont'd

Potential Jobs: Nurse assistant in acute care hospitals, convalescent hospitals, home health care, doctor's offices and preparation for advanced training in the medical field.

CORE NURSING

Learn: Core nursing is a prerequisite class for nursing occupations. Theory of nursing will be taught in the classroom with demonstrations and practice of nursing techniques. The core class is designed to prepare the student for clinical nursing classes.

NURSING-SKILLED

Learn: The skilled nursing course is designed to provide the student with nursing care competencies for the geriatric patient in a convalescent hospital. Upon successful completion of the course, a student will receive the State Department of Health Certificate.

NURSING-ACUTE

Learn: The acute care nursing course is designed to provide the student with nursing care competencies for medical-surgical patients, and depending upon the availability of clinical facilities, pediatric and obstetrical patients.
NOTE: This course does not meet the requirements for the State Department of Health Certificate.

MEDICAL ASSISTANT (Front Office)

Learn: This course provides the students with classroom and clinical experience in Medical Assisting in the front office. It will introduce the student to specialized fields such as: Insurance billing, Records Clerk, Medical Billing Clerk, Receptionist, and other office skills.

R.O.P. . . . continued

MEDICAL ASSISTANT (Back Office)

Learn: To do clinical nursing, assist the physician in the office and will learn how to give injections.

WARD CLERK:

Learn: This course is designed to teach the student tasks and clerical skills that are necessary for the smooth operating unit in the hospital. The student will learn terminology, laboratory test requesting, telephone etiquette, leadership skills and other necessary training.

PSYCHIATRIC AIDE

Learn: Basic nursing skills, meeting patients health and social needs; recognizing common psychiatric symptoms, how to utilize behavior modification concepts, how to deal with sensory and physical handicaps; medical and psychiatric terminology and recordkeeping.

Potential Jobs: Psychiatric Aide, mental health worker in psychiatric hospitals, clinics, home settings or other facilities designed to work with the developmentally mentally disabled.

LANDSCAPE/GARDENING

Learn: To identify various plants, shade trees and flowers to prune, use hand and power tools, prepare the soil, use pest control, design a landscape, and estimate costs.

Potential Jobs: Wholesale Nursery, park maintenance, retail nursery, highway department, maintenance, self employment.

SECURITY GUARD:

Learn: Historical study of laws and police law enforcement as they pertain to arrest, search and seizure, first aid and CPR, receive training in firearms, self defense and baton. Course features rides with Sheriff's Department and several field trips. Many jobs with private security agencies and Sheriff's Department available to qualified students.

SECURITY GUARD - Cont'd

Potential Jobs: Security guard, parking enforcement officer, security patrol officer, dispatcher, public and private investigator; however, the primary purpose of this course is to lead to advanced training for city, county, state and federal law enforcement.

MACHINE TOOL OPERATIONS

Learn: To operate various industrial machines such as the milling machine, engine set-up lathe, surface grinder, drill press, buffing machine and other hand held equipment; to learn bench production, quality control, tooling blueprint reading; to learn about the characteristics of metal and be able to change their shapes into usable objects.

Potential Jobs: Drill press operator, machine operator, tool and die maker/cutter, maintenance machinest, sheet metal man, turret-lathe operator.

MOTORCYCLE REPAIR

Learn: Use of metric tools, read manuals, work on foreign and domestic motorcycles, two and four engines. General repairs and tune-up, small engine rebuilding and parts replacement, customer relations, work orders and estimations.

Potential Jobs: Motorcycle repair person.

OFFICE OCCUPATIONS

Students may select a specialization in one or more of the following:

INSURANCE OFFICE PROCEDURES

Typing, filing, office machines, insurance forms and terminology, telephone techniques, office procedures and actual office practice in insurance and related offices.

TECHNICAL/INDUSTRIAL PROCEDURES

Typing, filing, office machines, proofing mail, telephone techniques. On the job training in personnel, traffic, stock control, payroll, credits and billing, positions in real estate, insurance and private business.

OFFICE OCCUPATIONS - Cont'd

LEGAL OFFICE PROCEDURES

Typing and office machines, legal forms, legal terminology, proofing, filing, telephone techniques, office procedures and actual office practice in legal and related offices.

MEDICAL OFFICE PROCEDURES

Typing, filing, office machines, medical forms, medical terminology, and medical office practice in hospitals and doctor's offices.

Potential Jobs: Receptionist, typist, stenographer, secretary, credit clerk, cashier, personnel clerk, medical or legal clerk, and various clerical positions in business and industry.

WORD PROCESSING

Learn: Student will learn to develop skills in the usage of Dictating Machine Electric Typewriter, Transcription Machine, Memory Typewriter, IBM Selectric and Corrective Selectric, and other related Word Processing equipment. Also, student will learn rules and regulations, safety rules and employment skills necessary to qualify for this type of job.

Potential Jobs: Typist, Varitypist, Telegraphic Typewriter Operator, and Perforator Typist.

ADVANCED COLOR PHOTOGRAPHY

Learn: Color photography course takes the business aspects of field of photography with emphasis on photo laboratory work, studio and special effects. Advanced techniques in portraiture, chemistry and processing and photography in art.

Potential Jobs: Cameraperson, photo salesperson, fashion photographer, portrait photographer, photo finisher, news photographer, wedding photographer, police, scientific or medical photographers.

ADVERTISING SERVICES/ LAYOUT AND PRINTING

Learn: Printing, copywriting, layout; prepare for sales kits and reproducing and printing for newspapers, magazines, television, poster and direct mail advertisement.

Potential Jobs: Entry-level position as an advertising assistant layout person in the advertising industry.

RECREATION LEADERSHIP

Learn: Playground supervision, leadership planning and leading group activities, scheduling special events, teaching games, arts and crafts, organizing and officiating sports activities as well as park and field maintenance.

Potential Jobs: Recreational aide, assistant coach, playground supervisor, camp counselor and preparation for advanced training in the rapidly expanding fields of leisure time activities and resort management.

RESTAURANT OCCUPATIONS

Learn: Skills in one or more of the many areas included in this field: Waiter/Waitress, bus-boy/girl, hostess, short order cook, fry cook. General knowledge in procedures of kitchen operation, safety, sanitation, cashiering and restaurant management. Training takes place in one of many types of eating establishments.

Potential Jobs: Cook's helper, waiter/waitress, fry cook, short order cook and preparation for advanced training in the rapidly expanding field of food service industry and hotel, motel and resort management.

RETAIL SALES/ FASHION MODELING

Learn: Fashion Sales Skills. See Retail Sales/Merchandising for other skills learned. Modeling will include skin care, hair care, diet and exercise, wardrobe and accessories, produce and stage fashion shows, photography manikin and informal modeling, modeling as a career, etc.

RETAIL SALES/MERCHANDISING

Learn:	In all courses there is specific emphasis in cashiering skills, operating cash registers, making change, writing sales checks, cashing checks, merchandise techniques including receiving, checking, tagging, arranging, display and inventory, customer relations, telephone techniques, shoplifting procedure and psychology in sales. La Puente Valley ROP has specialization in various types of sales.
Potential Jobs:	Retail sales clerk, cashier, customer service clerk, wholesaler, jobber, stock clerk, gift wrapper, demonstrator, telephone salesperson, model, wig stylist, gift shop clerk.

RETAIL SALES/MERCHANDISING HOME FURNISHING

Learn:	Planning, designing and furnishing interiors and exteriors of homes, offices and studio apartments. Coordinate colors and color schemes, accents with furniture, lighting and accessories. Additional training takes place in retail stores.
Potential Jobs:	Salesperson: Draperies, furniture, floor coverings, lighting.

TRAVEL AGENCY CLERK

Learn:	Domestic and international transportation; read and use travel brochures, publications and tour manuals. Plan trips, costs, booking tours, sales and promotion. Training reservations and ticketing on the telephone.
Potential Jobs:	Travel agency clerk, airlines ticket clerk or wholesale ticket agency clerk.

UPHOLSTERY

Learn:	To develop skills in the use of power sewing machines, staple guns, button machines and cushion filler. To identify materials, measure, mark and cut materials. Upholster ottomans, chairs, sofas, and car seats. To learn customer relations and estimation.
Potential Jobs:	Upholstery shop worker, cutter, outsider, stripper, seamster/seamstress, custom upholsterer and auto trim shop worker.

WAREHOUSE

Learn: Shipping and receiving procedures, lifting and loading. Stock locating systems, inventory procedures, essential business forms, filing, packing, marking supplies and receiving operations. All training takes place at Lynx Corporation, City of Industry.

Potential Jobs: Retail store stock clerk, wholesale stock clerk, shipping attendant.

WELDING

Learn: This course provides the students with hands-on experiences in the area of Welding Occupations. Students are given the opportunity to work with various types of welding equipment and performing all methods of bonding metals together.

Potential Jobs: Welder Assistant

CABINET MAKING

Learn: To use power and hand tools, equipment and machines for cabinet making, layout cutting and assembly of cabinets. Produce saleable products for customers.

Potential Jobs: Cabinet assembler, finisher, mounter, pattern maker, furniture, boat or camper manufacturer, lumber yard worker.

CONSTRUCTION/WOOD

Learn: To use tools, hand-held power tools and industrial equipment. Rough frame, set concrete forms, install concrete slabs, construct floor/wall/roof structures, remodel or build wooden structures.

Potential Jobs: Carpenter, lumber yard, handyman, wood shop and wood factory.

COOPERATIVE VOCATIONAL EDUCATION

Cooperative Vocational Education is a one-year instructional program which correlates formal vocational classroom instruction with regularly scheduled, paid, 10 or more hours per week on-the-job learning experiences in Retail Sales/Merchandising, Office Occupations, Bookkeeping, Stenography, or Insurance.

ADULT SCHOOL

One purpose of the Rowland adult school program is to assist students with course work that will enable them to graduate with their class. Adult School is designed to offer educational opportunities in two general areas:

1. Academic Education.

   Students work at their own pace in academic high school subjects, with assistance from an instructor. Credit is granted upon successful completion of all course objectives.

2. Technical/Job Introductory Skills.

   These courses offer students an opportunity to develop entry-level skills required for employment. Students successfully completing all couse requirments of the course will be eligible for a certificate.

Admission of high school students 16 years and over to adult school is contingent upon high school counselor, parent and adult school approval.

COLLEGE

UNIVERSITY
STATE
COMMUNITY
INDEPENDENT

PLANNING FOR COLLEGE

The decision to go to college is for you, the STUDENT, to make with guidance from parents, counselor, and teachers. Once the decision to go to college has been made, it is recommended that each student study carefully and in detail the requirements for your consideration.

Here are some ideas for your consideration.

CAREER CHOICE:

1. There are more than 22,000 different kinds of jobs or careers in the United States. Some institutions offer instruction that enables students to begin work in their chosen vocations early in their college careers; others offer a wider background in various areas on knowledge, while at the same time preparing the students for further study in their "specialties."

COMPETITIVE ENTRANCE FACTOR:

2. Some colleges are extremely selective, accepting only the best qualified students. Others accept all high school graduates meeting certain qualifications. You should apply at colleges where you have a reasonable chance for admission.

LOCATION:

3. How important is the location of the college to you? Do you want to attend school near your home, or in some particular section of the country? Lovejoy's College Guide and other similar books available in the counseling office list colleges by state and/or geographical location.

SIZE OF COLLEGE

4. Will it be a large school, a small school, or in between? One advantage of the smaller college is that it will give you a better chance to get acquainted with more of your fellow students and faculty members; classes are generally smaller. Those favoring the larger colleges, however, claim that larger colleges and universities generally have a greater library, laboratory, and other facilities. Weigh all of these factors carefully.

COEDUCATIONAL OR NOT:

5. Perhaps you are interested in coeducational schools only. Some people feel that coeducational schools mean a greater distraction from academic work, although many surveys and studies do not bear this out. In the final analysis you should let your own preference guide you.

RELIGIOUS FACTOR:

6. Do you want to attend a college which is affiliated with, or related to, a particular church? This is a factor to discuss with your parents.

FINAL CHOICE

Counselors are an excellent source of information and parents help with finances, advice and encouragement, but it is you, the student, who in actuality attends the college for four years. You will have to do the studying, the making of friends, and the exploring of new ways and relationships. Unless you feel "right" in surroundings, you will not be able to do your best.

CHECKLIST TO FOLLOW AS COLLEGE PREPARATION JUNIORS

As a junior, you should:

1. Take PSAT/NMSQT in October of junior year.
2. Research college and vocational opportunities; use the Career Guidance Center.
3. Attend meetings with college representatives that visit your campus.
4. Visit colleges or technical schools.
5. Consider taking the SAT or ACT late in junior year.
6. Maintain good grades; check to see that all graduation requirements are being met.
7. Research vocational training available thru R.O.P.
8. Become aware of financial aid opportunities.

The senior year is the crucial year for any college-bound student - a year of carrying out details and arrangements that he or she has planned during past years.

CHECKLIST TO FOLLOW AS COLLEGE PREPARATION SENIORS

As a senior, you should:

Checklist to follow as college preparation seniors . . . continued

1. File applications in the fall (November) for the colleges of your choice. Catalogs are available upon request from the colleges and universities themselves. The high school library and counseling office also have copies for reference purposes.
2. Find out what tests are required. Take the tests your college requires. Check the counseling office bulletin board for test date and application deadline date. Listen to the school bulletin for periodic announcements.
3. If you should happen to be planning on graduating one semester early to go to college in mid-year, you must file applications in August for California State Colleges/Universities, and in October for University of California campuses. Remember, test dates also have to be earlier (i.e., April or July of junior year).
4. Find out which semester transcripts will be required. This information is available from the college catalogs and/or counselor. You must request your transcripts to be sent to the college by filing a request card (available in counseling office). A sixth semester transcript includes all grades from nine through eleven: seventh semester includes grade nine through the first semester of the senior year. At your request, the final transcript (eighth semester) will be sent to your college after you graduate in June.
5. File scholarship applications if this is part of your plan for financing your education. State scholarship applications are usually filed in January. Check with the counseling office as to exact date.
6. Be aware of deadline dates for:
    a. Test registration.
    b. Application for admission (apply early).
    c. Scholarship applications.

7. Make early arrangements with individuals who would be willing to write a recommendation for you. Allow the individual time to do you "justice" on the recommendation. Provide an addressed and stamped envelope. On page 6 is a student information sheet you should complete to help in your recommendation.

8. Notify the counseling office of all college acceptances and scholarships received.

9. Beware of senior"itis." Symptoms are complete relaxation, coupled with sharp loss of interest in school work and a drastic drop in grades. Remember that school does not end until graduation. Admission to college is provisional and may be revoked if grades in the senior year show a "sudden slump."

10. See your counselor whenever you have questions.

*STUDENT INFORMATION SHEET - COLLEGE RECOMMENDATION

NAME_______________________________________ DATE_________________________

1. To which colleges do you plan to apply?_________________________________
____

Briefly give your reasons for applying to each one. (Courses of study, size, location, influence of other people, reputation, etc.)

2. What are your tentative plans for college major and future vocation?

3. Which courses have you enjoyed most in high school? Why?

4. With what activities have you been involved in high school? (Clubs, musical organizations, athletics, offices held, etc.)

5. What activities have you been involved in outside of high school? (Clubs, organizations, church groups, part-time or summer work, etc.)

6. What scholastic achievements have you attained while in high school? (CSF, honor roll, awards night certificates, etc.)

7. What are your leisure time interests or hobbies?

Please return to your counselor

*Cut to remove page

SAMPLE FORM LETTER FOR REQUESTING COLLEGE MATERIALS

Your address
City, State, ZIP

Date

Office of Admissions
College
Address
City, State, ZIP

Gentleman:

I am a student at ____________________ High School and plan to graduate in June.

I am interested in Fullerton State and would appreciate receiving the following materials:

1. Catalog (a cost may be involved).
2. Application for admission.
3. Application for scholarship and/or financial aid.
4. Application for housing.
5. Information on (specific) training program.

Very truly yours,
Your signature.
Your typed or printed name.

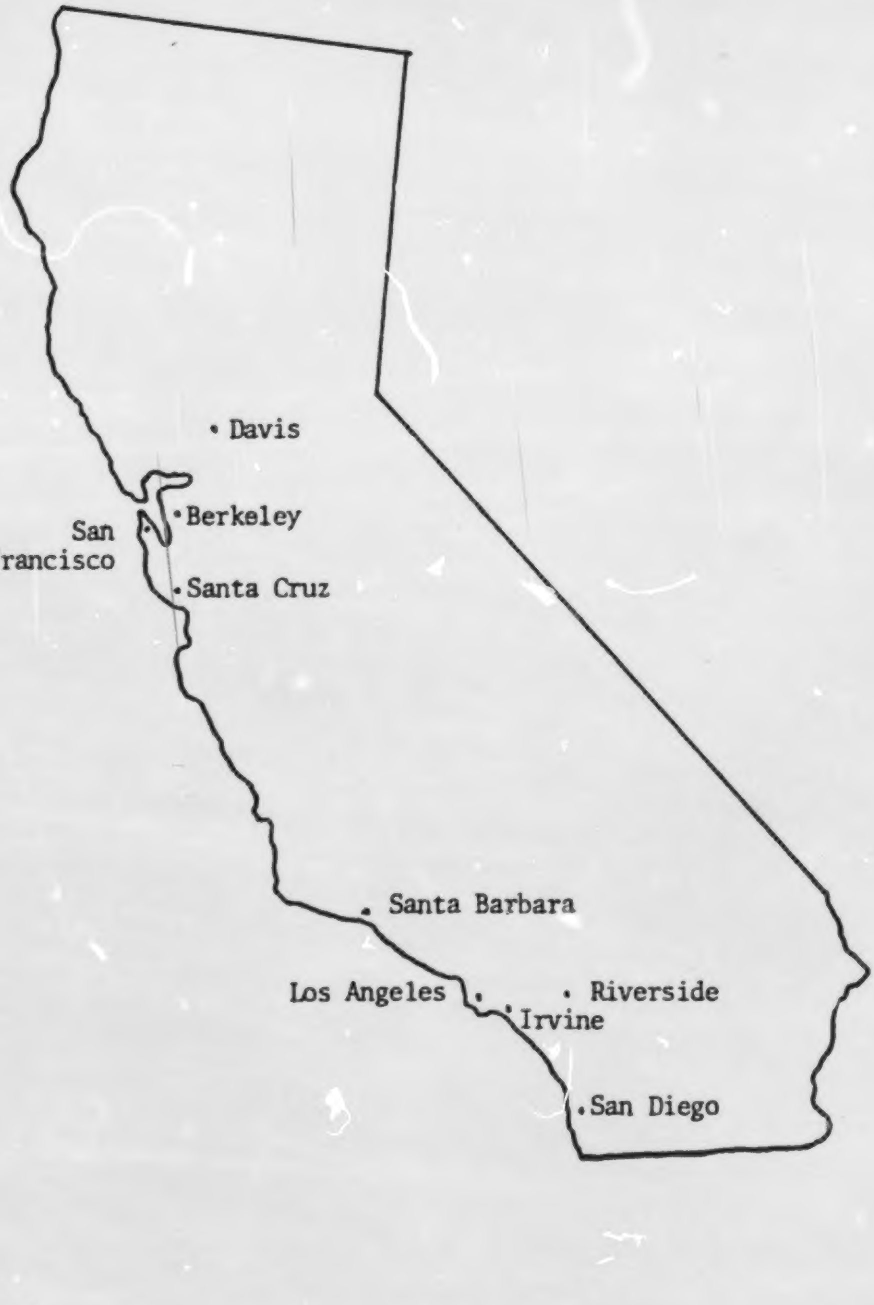
CALIFORNIA COLLEGES AND UNIVERSITIES

There are four types of colleges in California from which eligible students may choose depending on the level of competition of the college and the level of eligibility of the student.

1. The nine branches of the University of California.
2. The nineteen California State Universities and Colleges.
3. The independent California Colleges and Universities.
4. The public Community Colleges.

Information about each type of California school is provided in the following sections.

UNIVERSITY OF CALIFORNIA



UNIVERSITY OF CALIFORNIA

To understand the latest requirements for Freshman applicants to the Fall term 1983, 1984 and 1985, check with your counselor to make certain the following have not changed since the date of printing.

The University of California selects academically qualified students for education in the liberal arts fields and in preparatory courses in pre-professional fields such as medicine, law, science, teaching, business administration. It also provides advanced or graduate study in these fields.

ADMISSION REQUIREMENTS

1. Graduation from an accredited high school.
2. Subject Requirement (grades 9-12)
    a. U.S. History (1 year) or 1/2 year U.S. History and 1/2 year American Government
    b. College Prep. English (4 years)
    c. Mathematics (2 years) Alegebra, Geometry, Trigonometry, Calculus
    d. Laboratory Science (1 year). A year course in one lab science taken in the 10th, 11th or 12th grade
    e. Foreign Language (2 years of the same language)
    f. Advanced Course (1 year) one of the following:
        1. 3rd year of Advanced Mathematics or
        2. 3rd year of the same foreign language (2 years of a 2nd foreign language) or
        3. 2nd year laboratory science

The above 11 units are the only units to complete the GPA for scholarship requirement. However, the University requires a total of 15 units for admission. Additional courses in math are essential for majors in engineering, mathematics, the sciences and many other fields of study.

3. Scholarship Requirements:

    a. If you attain a GPA of 3.3 in courses on the above list, you will be eligible to enter the University regardless of your scores on standardized tests.
    b. Students with a GPA below 3.3 but greater than 2.7 will be eligible if they achieve specified scores on the SAT or ACT. (See Eligibility Index.)
    c. Grades you received in courses taken in the ninth grade or earlier are NOT used in determining your scholarship average, although subject requirements (except lab sciences) may be satisfied with grades of C or better in these courses. If you successfully complete more than the minimum units within each required subject, only the best grades are used in calculating your GPA.
    d. Any a-f subject deficiencies due to D or F grades or to omission may be cleared during the summer immediately prior to enrollment at the University. Subject deficiencies may be cleared in either a high school or community college summer sessions. They may also be cleared by submitting appropriate scores from College Board Achievement Tests or Advanced Placement Tests.

    e. Any a-f subjects in which a student receives a grade of D or F may be repeated once. The new grade earned in the repeated course, and shown on the high school transcript, will be used in computing the grade-point average for admission.

f. Grades of D or F in a-f subjects may be cleared in one of two ways. First, the course may be repeated and passed with a satisfactory grade, as explained above under Repeated Courses. Second, in the sequential areas of foreign language, specific laboratory science, and specific mathematics courses, an advanced-level course successfully completed with a grade of C or higher validates the previous course. In this case, the original D or F grade is averaged with the subsequent C, B, or A in computing the grade-point average for admission.

g. The University of California wishes to encourage students to take demanding advanced academic courses in all fields. Accordingly for students graduating from high school in 1984 or thereafter, the grades in up to four units taken in the student's last two years of high school will be counted on a scale A=5, B=4, C=3 if these courses are certified by the high school as offered at an honors level. These courses must be in the areas of history, English, advanced mathematics, laboratory science, and foreign language. To be certified as honors level courses the following guidelines must be satisfied.

Courses in the above fields which are designed to prepare students for an Advanced Placement Examination of the College Board are considered to be honors level courses.

College courses in the above fields which are transferable to the University of California and which appear on the high school transcript are considered to be honors level courses.

Honors level courses must have established prerequisites and must be open only to those students fulfilling those prerequisites. Such prerequisites must specify those courses which are required as well as appropriate performance levels.

Honors level courses must have distinctive features in terms of extended content and additional workload which set them apart from regular high school courses in the same subject.

Honors level courses must have a comprehensive written final examination.

A high school course which is not an Advanced Placement Course shall be designated an honors level course only when there is a regular course offered in the same subject at the same grade level. Exceptions to this rule require strong justification and documentation.

In addition to Advanced Placement Courses, high schools may certify as honors level courses at most one unit in each of the following subject areas, history, English, advanced mathematics, laboratory science, and each foreign language. If there are no Advanced Placement Courses in a given subject area, the high school may certify at most two units in that area.

In view of BOARS' interest in the success of this program, BOARS will request from selected schools documentation of courses certified to be at the honors level. Such documentation will include prerequisites, syllabi, copies of the final examination, and if applicable, reports on participation and performance in Advanced Placement examinations.

4. Examination Requirements:

All freshman applicants must submit test scores as described below. If you are applying for admission to the fall quarter, you should take the tests no later than January of your senior year. The following tests are required.

- a. One Aptitude Test:
  - 1. The Scholastic Aptitude Test - (SAT) - (the verbal and math scores you submit from this test must be from the same sitting), or
  - 2. The American College Test - (ACT) - composite score.

- b. Three College Board Achievement Tests (ACH)
  These must include:
  - a. English Composition
  - b. Mathematics, Level 1 or 2
  - c. One from English literature, foreign languages, sciences or social studies.

- c. The University encourages applicants to take these tests by December, of their senior year in high school and not later than January. Early receipt of test scores enables the campus admissions office to speed the processing of a student's application.

The following are proposed Requirements for Freshman Applicants to the Fall Term in 1986 and after. Again, a student should check with a counselor to make certain the requirements are current.

ADMISSION REQUIREMENTS - FALL 1986

1. Subject Requirements (Grades 9-12):
   - a. U.S. History (1 Year) or 1/2 year U.S. History and 1/2 year American Government.
   - b. College Prep. English (4 years)
   - c. Mathematics (3 years). Algebra, Geometry, Trigonometry, Calculus.
   - d. Laboratory Science (1 year). A year course in one Lab. Science taken in the 10th, 11th or 12th grade.
   - e. Foreign Language (2 years of the same language).
   - f. College Preparation Electives (4 years).
     - 1) History and English
     - 2) Advanced Mathematics - Trigonometry, Calculus, Computer Science
     - 3) Additional year of Laboratory Science. IPS taken in the 9th may count.
     - 4) 3rd year of same foreign language or 2 years of a different foreign language
     - 5) Elective courses in the area of Fine Arts. See counselor before enrolling.

Seven years or units must have been earned in courses taken during the last two years of high school.

UNIVERSITY OF CALIFORNIA
ELIGIBILITY INDEX

A-F GPA	ACT* COMPOSITE	SAT** TOTAL
2.78	35	1600
2.79	35	1580
2.80	34	1550
2.81	34	1530
2.82	33	1510
2.83	33	1480
2.84	33	1460
2.85	32	1440
2.86	32	1410
2.87	32	1390
2.88	31	1370
2.89	31	1340
2.90	30	1320
2.91	30	1300
2.92	29	1270
2.93	29	1250
2.94	28	1230
2.95	28	1200
2.96	27	1180
2.97	27	1160
2.98	26	1130
2.99	26	1110
3.00	25	1090
3.01	25	1060
3.02	24	1040
3.03	24	1020
3.04	23	990
3.05	22	970
3.06	21	950
3.07	21	920
3.08	20	900
3.09	19	880
3.10	18	850
3.11	18	830
3.12	17	810
3.13	16	780
3.14	15	760
3.15	14	740
3.16	14	710
3.17	13	690
3.18	12	760
3.19	11	640
3.20	10	620
3.21	9	600
3.22	9	570
3.23	8	550
3.24	8	530
3.25	7	500
3.26	7	480
3.27	6	460
3.28	6	430
3.29	5	410
3.30	5	400

*ACT is scored in intervals of 1 point from a minimum of 1 to 35 maximum.

**SAT is scored in intervals of 10 points from a minimum of 400 to 1600 maximum.

A. APPLYING FOR ADMISSION

1. Obtain application from your counselor by mid-October. Applicants are encouraged to file within the initial filing period (November 1 - November 30). After the month of November the deadline will vary from campus to campus.
2. Application Fee: There is a $30.00 non-refundable fee for filing an application for admission. Check or money order should be made payable to The Regents of the University of California and MUST accompany the application.
3. Transcripts: Submit a preliminary transcript showing work through junior year. The transcript should also list the courses in progress and those the student plans on taking. Students must also arrange for a final transcript that includes senior year grades and a statement of graduation.
4. Essay: Introduce yourself to the campus, your intended field of study, expectations and goals. List major school activities and awards, work experience and community activities.
5. Complete aptitude test and achievement tests by January to be assured admission to the campus of your choice.

B. DEGREES: Bachelor of Arts (BA), Bachelor of Science (BS) and various professional degrees such as Doctor of Medicine (MD) and Bachelor of Law (LLB).

C. COSTS: If you are a California resident and plan to live away from home you can expect to spend from $5,500 to $6,000* per year. All university fees are subject to change without notice and the approximate expenses listed here may vary with the cost of living changes.

*Money figures mentioned here are for 1983-84 school year.

D. HOUSING ACCOMMODATIONS: Housing is available on each campus. Many campuses are experiencing a critical shortage of housing and may be unable to accommodate all interested students. Admission to the University does not guarantee University housing. Students interested in housing should be sure to fill in the "Housing Information Request" box on the application.

E. University of California campuses are listed below. Pertinent information concerning each of the schools is listed in the following order: College name, address, phone number and Fall 1982 enrollment.

UNIVERSITY OF CALIFORNIA, BERKELEY Berkeley, CA 94720	(415) 642-6000	30,413
UNIVERSITY OF CALIFORNIA, DAVIS Davis, CA 95616	(916) 752-1011	19,484
UNIVERSITY OF CALIFORNIA, IRVINE Irvine, CA 92664	(714) 833-5011	11,057
UNIVERSITY OF CALIFORNIA, LOS ANGELES Los Angeles, CA 90024	(213) 825-4321	33,435
UNIVERSITY OF CALIFORNIA, RIVERSIDE Riverside, CA 92502	(714) 787-1012	4,764
UNIVERSITY OF CALIFORNIA, SAN DIEGO LaJolla, CA 92037	(714) 452-2230	12,319
UNIVERSITY OF CALIFORNIA, SAN FRANCISCO San Francisco, CA 94143	(415) 666-9000	3,739
UNIVERSITY OF CALIFORNIA, SANTA BARBARA Santa Barbara, CA 93106	(805) 961-2327	15,711
UNIVERSITY OF CALIFORNIA, SANTA CRUZ Santa Cruz, CA 95064	(408) 429-0111	6,861

SCHOLARSHIP REQUIREMENT

Your grade point average is determined as follows:

Step 1: Multiply each semester grade of A by 4, B by 3, C by 2

Sem. Courses **Grade Points**

____A's x 4=_____

____B's x 3=_____

____C's x 2=_____

Step 2: Add total semester courses TOTAL___

Step 3: Add total grade points TOTAL___

Step 4: Divide total grade points by the number of semester courses.

$$\frac{\text{Total grade points}}{\text{Total semester courses}} = \text{"A-F" GPA}$$

EXAMINATION REQUIREMENT

All freshman applicants must submit test scores as described below:

1. one aptitude Test - either

   A. The Scholastic Aptitude Test (SAT) Test Score________________

   B. The American College Test (ACT) Test Score________________

   And

2. Three College Entrance Examination Board Achievement Tests which must include (a) English composition, (b) Mathematics (level 1 or 2), and (c) one from English Literature, Foreign Languages, Sciences, or Social Studies.

   Test Scores____________,________________,________________

If you achieved less than a 3.3 GPA in the A-F courses, find your GPA on the table (next page). In order to be admitted, you must achieve at least the test score specified in one of the corresponding columns. For example, if your A-F GPA is 3.12, you must obtain at least a score of 17 on the ACT or 810 on the SAT.

UNIVERSITY OF CALIFORNIA
1984-85
ELIGIBILITY WORKSHEET

Fill in the grades you received in the following courses:

"A-F" Subject Requirements

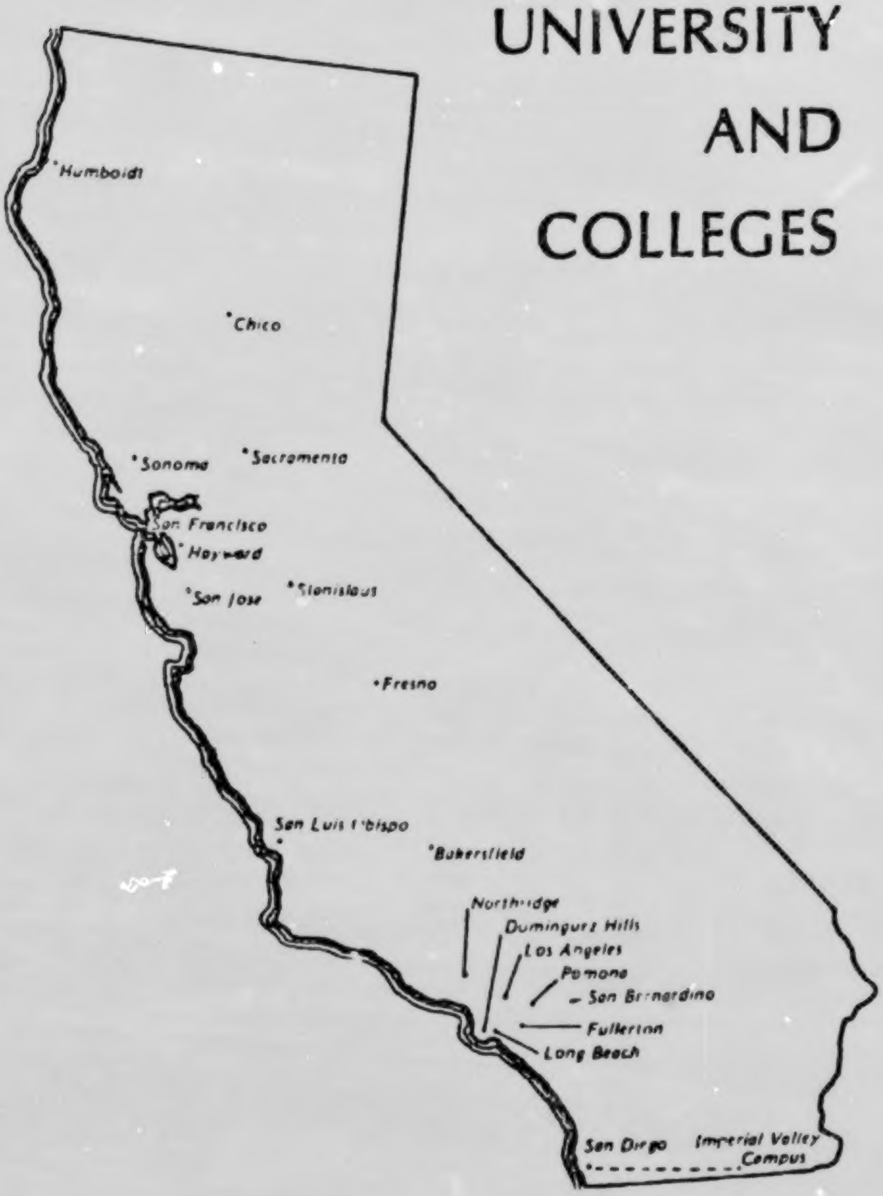
	9th		10th		11th		12th	
	1	2	1	2	1	2	1	2
A) History - U.S. History/Government 1 year								
B) College Prep. English Composition and/or literature 4 years (No more than one year in ninth grade)								
C) Mathematics - Algebra, Geometry, Advanced Math, 2 years								
D) Laboratory Science - 1 year course in one lab science. AFTER NINTH GRADE								
E) Foreign Language 2 years of same language								
F) Advanced Course - 1 year of: 1) Advanced Math; or 2) Laboratory Science; or 3) Foreign Language - 3rd year of language used for requirement "e" or 2 years of another language								

UNIVERSITY OF CALIFORNIA
ADMISSION CHECK LIST

The following steps summarize the application procedure. Students should double check the completeness of the application.

1. Obtain your application in October, in the counseling office.
2. Submit application fee and essay to the Office of Admissions on the campus of your first choice during priority dates November 1 - November 30.
3. Request that all required documents be sent to the Office of Admissions as soon as possible. (Transcripts testing courses in progress, test scores).
4. Arrange to take the College Entrance Examination Board tests.
5. Check boxes on application for housing and financial aid if you want consideration in these areas.
6. Fill out information for financial aid if seeking a scholarship or financial aid. Watch campus priority deadlines.

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES



CALIFORNIA STATE UNIVERSITIES AND COLLEGES

A. ADMISSION REQUIREMENTS

1. Scores of either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) are required.
2. To be eligible, students with a given grade point average must present the corresponding ACT composite or SAT total score.
3. Grade point averages are based on work completed in the last three years of high school, exclusive of physical education and military service. Students with 3.21 or higher GPA are eligible with any score on the entrance exam. Students earning a GPA below 2.0 are not eligible for admission.

   ELIGIBILITY INDEX: Refer to page 23
4. For a person considering application to a California State University in the Fall of 1984, the requirements are different. An applicant will need four years of College Prep. English and two years of College Prep. Mathematics. Please note that the math preparation must include algebra and geometry.

B. APPLYING FOR ADMISSION

1. Obtain application from your counselor by Mid-October. Applicants are ENCOURAGED to file within the initial filing period (November 1 - November 30). Some campuses will accept well after the opening date except for impacted programs. Impacted programs vary from campus to campus. Supplemental admission information is required.
2. Application Fee: There is a $30.00 non-refundable fee for filing an application for admission. Check or money order should be made payable to The California State University and Colleges and must accompany the application.

3. Transcripts: Most campuses require that transcripts be sent after six semesters of work have been recorded. However, students should check the college catalogs for specific dates. In June of your senior year, request a final transcript be sent to the college.

C. DEGREES

All emphasize the liberal arts or sciences and offer teacher education and a wide variety of professional studies.

Programs leading to the Bachelor's and Master's degrees are master-planned to accommodate student interest and the educational and professional needs of the State of California.

D. COSTS

The total cost of attending a California State University or College depends on a number of factors. System-wide average expenses for a single student range form $4,000 to $5,000* including costs for fees, books and supplies, meals and housing, miscellaneous personal expenses and transportation.

*Money figures mentioned here are for 1983-84 school year.

E. HOUSING ACCOMMODATIONS:

These vary from campus to campus. Some do not have on-campus housing.

F. CALIFORNIA STATE UNIVERSITIES AND COLLEGES (Listed on page 24)

Pertinent information concerning each of the schools is listed in the following order: College name, address, phone number, Fall, 1982 enrollment.

CALIFORNIA STATE UNIVERSITY AND
COLLEGE ELIGIBILITY WORKSHEET

CALCULATION OF GRADE POINT AVERAGE

Use grades for work completed in the last three years of high school, except for physical education. Include grades earned in summer school following the 9th grade. If a course is repeated, only the higher grade is used.

Your grade point average is determined as follows:

Step 1: Multiply each semester grade of A by 4; B by 3; C by 2, D by 1; and F by 0

Sem Courses — Grade Points

_______A's x 4= _______
_______B's x 3= _______
_______C's x 2= _______
_______D's x 1= _______
_______F's x 0= _______

Step 2: Add total semester courses TOTAL_______

Step 3: Add total grade points TOTAL _______

Step 4: Divide toatl grade points by the number of semester courses.

$$\frac{\text{TOTAL grade points}}{\text{TOTAL semester courses}} = \text{GPA}$$

SUMMARY OF ELIGIBILITY DATE

Write your scores on form below:

ACT

ENGLISH	MATHEMATICS	SOC. SCI.	NAT. SCI.	COMP.

SAT

VERBAL	MATH	TOTAL

CALIFORNIA STATE UNIVERSITY AND COLLEGES ELIGIBILITY INDEX

For determining the eligibility of graduates of California high schools (or California legal residents) for freshman admission to a state university or college. Grade point averages are based on work completed in the last three years of high school, exclusive of physical education and military science. Scores shown are the SAT total and the ACT composite. Students with a given GPA must present the corresponding test score. Conversely, students with a given ACT or SAT score must present the corresponding GPA in order to be eligible.

GPA	ACT Score	SAT Score	GPA	ACT Score	SAT Score	GPA	ACT Score	SAT Score	GPA	ACT Score	SAT Score
( )*											
3.20	11	512	2.89	17	760	2.59	23	1000	2.29	29	1240
3.19	11	520	2.88	17	768	2.58	23	1008	2.28	29	1248
3.18	11	528	2.87	17	776	2.57	23	1016	2.27	29	1256
3.17	11	536	2.86	17	784	2.56	23	1024	2.26	29	1264
3.16	11	544	2.85	18	792	2.55	24	1032	2.25	30	1272
3.15	12	552	2.84	18	800	2.54	24	1040	2.24	30	1280
3.14	12	560	2.83	18	808	2.53	24	1048	2.23	30	1288
3.13	12	568	2.82	18	816	2.52	24	1056	2.22	30	1296
3.12	12	576	2.81	18	824	2.51	24	1064	2.21	30	1304
3.11	12	584	2.80	19	832	2.50	25	1072	2.20	31	1312
3.10	13	592	2.79	19	840	2.49	25	1080	2.19	31	1320
3.09	13	600	2.78	19	848	2.48	25	1088	2.18	31	1328
3.08	13	608	2.77	19	856	2.47	25	1096	2.17	31	1336
3.07	13	616	2.76	19	864	2.46	25	1104	2.16	31	1344
3.06	13	624	2.75	20	872	2.45	26	1112	2.15	32	1352
3.05	14	632	2.74	20	880	2.44	26	1120	2.14	32	1360
3.04	14	640	2.73	20	888	2.43	26	1128	2.13	32	1368
3.03	14	648	2.72	20	896	2.42	26	1136	2.12	32	1376
3.02	14	656	2.71	20	904	2.41	26	1144	2.11	32	1384
3.01	14	664	2.70	21	912	2.40	27	1152	2.10	33	1392
3.00	15	672	2.69	21	920	2.39	27	1160	2.09	33	1400
2.99	15	680	2.68	21	928	2.38	27	1168	2.08	33	1408
2.98	15	688	2.67	21	936	2.37	27	1176	2.07	33	1416
2.97	15	696	2.66	21	944	2.36	27	1184	2.06	33	1424
2.96	15	704	2.65	22	952	2.35	28	1192	2.05	34	1432
2.95	16	712	2.64	22	960	2.34	28	1200	2.04	34	1440
2.94	16	720	2.63	22	968	2.33	28	1208	2.03	34	1448
2.93	16	728	2.62	22	976	2.32	28	1216	2.02	34	1456
2.92	16	736	2.61	22	984	2.31	28	1224	2.01	34	1464
2.91	16	744	2.60	23	992	2.30	29	1232	2.00	35	1472
2.90	17	752							( )**		

* Students earning grade point averages above 3.20 are eligible for admission.

**Students earning grade point averages below 2.00 are not eligible for admission.

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

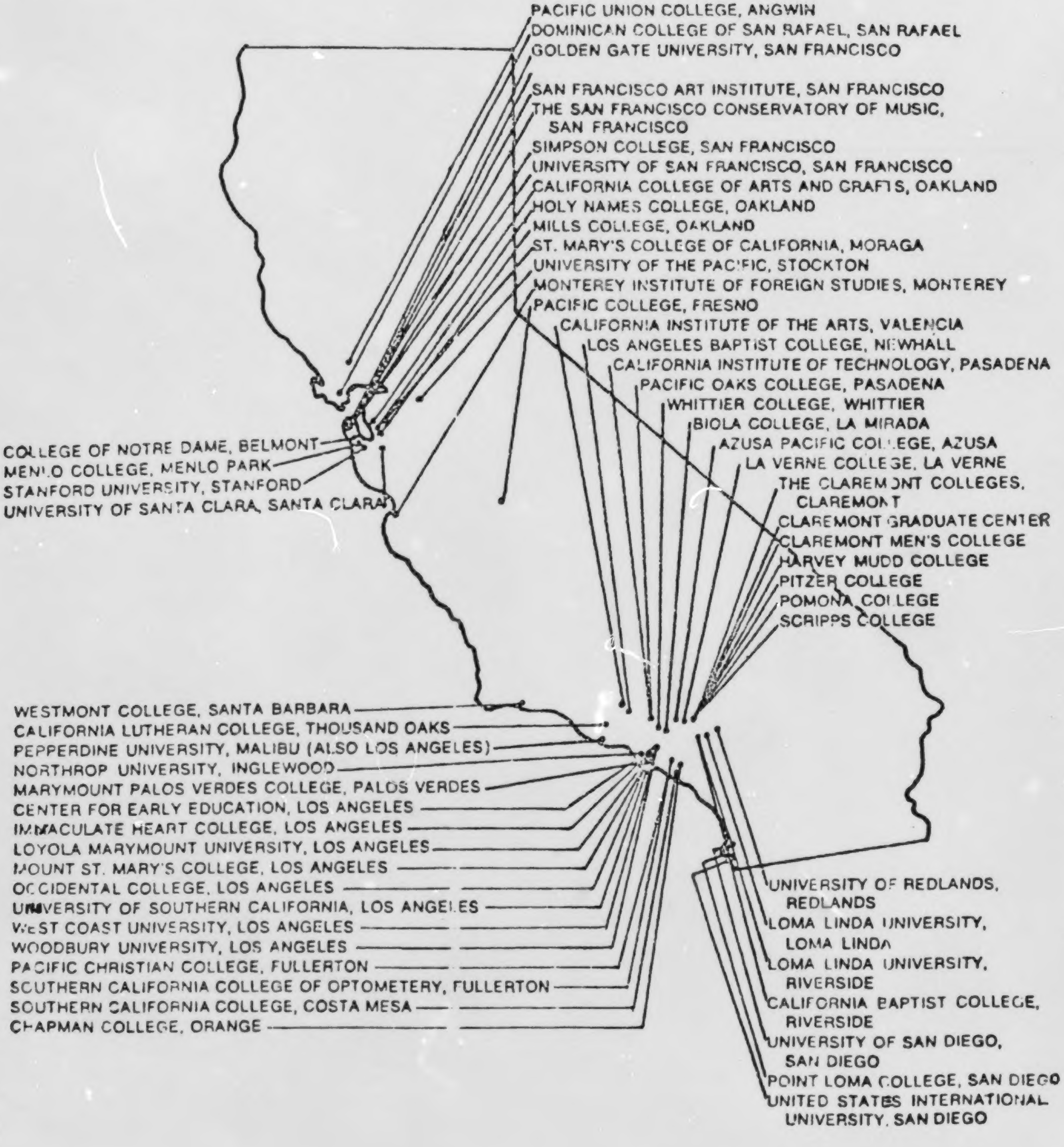
CALIFORNIA STATE COLLEGE, BAKERSFIELD 9001 Stockdale Highway, Bakersfield, CA 93309	(805) 833-2147	3,400
CALIFORNIA STATE UNIVERSITY, CHICO 1st and Normal Streets, Chico, CA 95929	(916) 895-6116	14,276
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS 1000 E. Victoria Street, Carson, CA 90747	(213) 516-3300	8,269
CALIFORNIA STATE UNIVERSITY, FRESNO Shaw and Cedar Avenues, Fresno, CA 93740	(209) 294-2261	16,242
CALIFORNIA STATE UNIVERSITY, FULLERTON Fullerton, CA 92634	(714) 773-2300	23,284
CALIFORNIA STATE UNIVERSITY, HAYWARD Hayward, CA 94542	(415) 881-3811	11,483
HUMBOLDT STATE UNIVERSITY Arcata, CA 95521	(707) 826-3421	7,460
CALIFORNIA STATE UNIVERSITY, LONG BEACH 1250 Bellflower Boulevard, Long Beach, CA 90840	(213) 498-5471	31,928
CALIFORNIA STATE UNIVERSITY, LOS ANGELES 5151 State University Drive, Los Angeles, CA 90032	(213) 224-3361	22,180
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE 18111 Nordhoff Street, Northridge, CA 91330	(213) 885-3700	28,026
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA 3801 W. Temple Avenue, Pomona, CA 91768	(714) 598-4291	16,170
CALIFORNIA STATE UNIVERSITY, SACRAMENTO 6000 J Street, Sacramento, CA 95819	(916) 454-6113	22,662
CALIFORNIA STATE COLLEGE, SAN BERNARDINO 550 State College Parkway, San Bernardino, CA 92407	(714) 887-7306	4,961
SAN DIEGO STATE UNIVERSITY 5300 Campanile Drive, San Diego, CA 92182	(714) 286-6871	33,330
SAN FRANCISCO STATE UNIVERSITY 1600 Holloway Avenue, San Francisco, CA 94132	(415) 469-2141	24,467
SAN JOSE STATE UNIVERSITY 125 S. Seventh Street, San Jose, CA 95192	(408) 277-2000	24,945
CALIFORNIA POLTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO San Luis Obispo, CA 93407	(805) 546-2311	16,392
SONOMA STATE UNIVERSITY 1801 E. Cotati Avenue, Rohnert Park, CA 94928	(707) 664-2386	5,423

CALIFORNIA STATE UNIVERSITY AND COLLEGES . . . continued

CALIFORNIA STATE COLLEGE, STANISLAUS 800 Monte Vista Avenue, Turlock, CA 95380	(209) 667-3122	4,283

ASSOCIATION OF INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES

Member Institutions


PACIFIC UNION COLLEGE, ANGWIN
DOMINICAN COLLEGE OF SAN RAFAEL, SAN RAFAEL
GOLDEN GATE UNIVERSITY, SAN FRANCISCO
SAN FRANCISCO ART INSTITUTE, SAN FRANCISCO
THE SAN FRANCISCO CONSERVATORY OF MUSIC, SAN FRANCISCO
SIMPSON COLLEGE, SAN FRANCISCO
UNIVERSITY OF SAN FRANCISCO, SAN FRANCISCO
CALIFORNIA COLLEGE OF ARTS AND CRAFTS, OAKLAND
HOLY NAMES COLLEGE, OAKLAND
MILLS COLLEGE, OAKLAND
ST. MARY'S COLLEGE OF CALIFORNIA, MORAGA
UNIVERSITY OF THE PACIFIC, STOCKTON
MONTEREY INSTITUTE OF FOREIGN STUDIES, MONTEREY
PACIFIC COLLEGE, FRESNO
CALIFORNIA INSTITUTE OF THE ARTS, VALENCIA
LOS ANGELES BAPTIST COLLEGE, NEWHALL
CALIFORNIA INSTITUTE OF TECHNOLOGY, PASADENA
PACIFIC OAKS COLLEGE, PASADENA
WHITTIER COLLEGE, WHITTIER
BIOLA COLLEGE, LA MIRADA
AZUSA PACIFIC COLLEGE, AZUSA
LA VERNE COLLEGE, LA VERNE
THE CLAREMONT COLLEGES, CLAREMONT
CLAREMONT GRADUATE CENTER
CLAREMONT MEN'S COLLEGE
HARVEY MUDD COLLEGE
PITZER COLLEGE
POMONA COLLEGE
SCRIPPS COLLEGE
COLLEGE OF NOTRE DAME, BELMONT
MENLO COLLEGE, MENLO PARK
STANFORD UNIVERSITY, STANFORD
UNIVERSITY OF SANTA CLARA, SANTA CLARA
WESTMONT COLLEGE, SANTA BARBARA
CALIFORNIA LUTHERAN COLLEGE, THOUSAND OAKS
PEPPERDINE UNIVERSITY, MALIBU (ALSO LOS ANGELES)
NORTHROP UNIVERSITY, INGLEWOOD
MARYMOUNT PALOS VERDES COLLEGE, PALOS VERDES
CENTER FOR EARLY EDUCATION, LOS ANGELES
IMMACULATE HEART COLLEGE, LOS ANGELES
LOYOLA MARYMOUNT UNIVERSITY, LOS ANGELES
MOUNT ST. MARY'S COLLEGE, LOS ANGELES
OCCIDENTAL COLLEGE, LOS ANGELES
UNIVERSITY OF SOUTHERN CALIFORNIA, LOS ANGELES
WEST COAST UNIVERSITY, LOS ANGELES
WOODBURY UNIVERSITY, LOS ANGELES
PACIFIC CHRISTIAN COLLEGE, FULLERTON
SOUTHERN CALIFORNIA COLLEGE OF OPTOMETERY, FULLERTON
SOUTHERN CALIFORNIA COLLEGE, COSTA MESA
CHAPMAN COLLEGE, ORANGE
UNIVERSITY OF REDLANDS, REDLANDS
LOMA LINDA UNIVERSITY, LOMA LINDA
LOMA LINDA UNIVERSITY, RIVERSIDE
CALIFORNIA BAPTIST COLLEGE, RIVERSIDE
UNIVERSITY OF SAN DIEGO, SAN DIEGO
POINT LOMA COLLEGE, SAN DIEGO
UNITED STATES INTERNATIONAL UNIVERSITY, SAN DIEGO

INDEPENDENT FOUR-YEAR COLLEGES AND UNIVERSITIES

A. ADMISSION REQUIREMENTS: Most California independent colleges admit students according to particular norms established by the respective institution. You must apply to EACH individually; there is no centralized admission system. Most require strong high school records, national test scores, (SAT usually preferred) and letters of recommendation.

B. APPLYING FOR ADMISSION: Write or telephone to obtain an application from a particular college.

C. DEGREES: In general, the universities offer a wide range of advanced and professional degrees.

D. COSTS: Room, board, tuition, fees and other expenses usually vary between $6,500 and $10,000 a year. Many schools offer generous scholarships and financial aid to qualified students.

E. HOUSING: Many private colleges and universities require undergraduate students to live in college dormitories.

F. INDEPENDENT COLLEGES are listed below.

THE INDEPENDENT COLLEGES AND UNIVERSITIES IN CALIFORNIA

Azusa Pacific College, Highway 66 at Citrus Ave., 91702 (213) 969-3434

Azusa Pacific College is a private Christian college of liberal arts. The bachelor's degree curriculum provides a balanced program of academic study and practical experience in the humanities, sciences and mathematics, social sciences, and religion. The college also offers the Master of Arts degree in Education, Religion and Social Science.

Biola College, 13800 Biola Ave., La Mirada 90639 (213) 941-3224

A private interdenominational Christian liberal arts college. Twenty majors are offered. A strong Christian emphasis, including required Biblical studies, permeates all phases of the college program.

Center for Early Education, 563 N. Alfred St., Los Angeles (213) 651-0707

A small private, nonprofit institution specializing in interdisciplinary programs in early childhood education and child development. Contains an onsite Children's School which serves as a demonstration laboratory for the college.

Chapman College, 333 North Glassell St., Orange 92666 (714) 633-8821

An independently supported graduate and undergraduate coeducational liberal arts college. Emphasizes close student-teacher ties. Its World Campus Afloat offers a unique combination of academic study and travel.

Claremont McKenna College, Claremont 91711 (714) 626-8511

A small, residential liberal arts college offering majors in the social sciences, humanities, sciences (including pre-med) math and management-engineering (with Stanford). Especially suitable for those interested in careers in law, politics, business. Was coeducational in the fall of '75.

Cogswell College, 600 Stockton Street, San Francisco 94108 (415) 433-1994

Small school offering both an associate and/or bachelor's degree in engineering, technology, and architecture.

College of Notre Dame, Ralston Road, Belmont, CA 94002

A four-year coeducational college with a career-oriented academic program. Serves students of all ethnic, religious and socio-economic background. CND specializes in a highly personalized education. Student-faculty ratio is 12-1.

Dominican College of San Rafael, San Rafael, CA 94901 (415) 457-4440

Coeducational liberal arts college offering Humanities colloquia, student-designed interdisciplinary majors, pre-professional programs (legal assistant, special education, business.) Field work for students in psychology, sociology, movement education. College Council includes students faculty, administrators.

Fresno Pacific, 1717 D. Chestnut Ave., Fresno 93702 (209) 251-7194

Mennonite Brethren sponsored college serving as a multi-ethnic, international student body. B.A.'s in 20 majors and M.A. in education.

Golden Gate University, 536 Mission St., San Francisco (415) 391-7800

Golden Gate College is non-residential and coeducational. It offers trimester undergraduate and graduate programs and degrees in business, public administration, and law. Also optional cooperative education program of study and work in alternate semesters.

Harvey Mudd College, Claremont 91711 (714) 626-8511

A small coeducational, residential college with majors in chemistry, engineering, mathematics and physics. One of the six Claremont Colleges. Program (not majors) available in biological sciences, computer science and environmental sciences.

Holy Names College, 6650 Inglewood Ave. at Benjamin, Holt Drive, Stockton 95207 (209) 478-0800

Independent, nonsectarian, 2-year College - Liberal Arts, pre-professional, occupational/paraprofessional curricula. Student apartments also offered.

La Verne University, 1950 Third Street, La Verne 91750 (714) 593-3511

A liberal arts college offering an undergraduate degree in widely diverse concentrations: graduate, and professional degrees in education and law. A wide variety of learning options from traditional approaches to non-traditional learning opportunities. Faculty members work with students in designing individual programs for learning and self-fulfillment.

Loma Linda University, La Sierra Campus, Riverside 92505 and Loma Linda Campus, Loma Linda 92354 (714) 824-0800

Loma Linda University is a Seventh-day Adventist coeducational institute. The La Sierra Campus is the campus for the College of Arts and Sciences and the School of Education. This division has been accredited as a senior college since 1944 and was united with Loma Linda Campus with its distinctly medically oriented curriculum in 1967

Los Angeles Baptist College, 21726 Placerita Canyon Rd., Newhall 91321 (805) 259-3540

A Christian college, emphasizing a "quiet difference" in liberal arts and science. There is an emphasis on general education requirements including Biblical Studies as a basis for advanced studies in the majors offered.

Loyola Marymount University, Loyola Blvd., at West 80th Street, Los Angeles 90045 (213) 642-2750

Located above the Marina del Rey, midway between Santa Monica and Palos Verdes, the Loyola campus offers competitive students quality education within a friendly atmosphere. Flexible curricula afford ample opportunity for individualized programs of interest in business, engineering, science, liberal arts, and fine and communication arts.

Marymont Palos Verdes College, 30800 Palos Verdes Drive East 90274 Palos Verdes

The college is committed to developing a Christian community of learning with students who are aware, involved, creative and open. Small classes facilitate personal contact and encourage involvement through interaction with students,teachers, and the community.

Menlo College, Menlo Park 94025 (415) 323-6141

An independent residential, coeducational institution with two divisions: the College Division, offering only lower division transfer courses in Liberal Arts, Engineering, Pre-business, Pre-medicine, and Science; and the School of Business Administration, offering a program which leads to the Bachelor of Science degree.

Mills College, Oakland 94613 (415) 632-2700

A liberal arts college for women located 12 miles from San Francisco. Flexible curriculum allows student-designed major and independent study at all levels, Honor system: students on many faculty committees.

Monterey Institute of Foreign Studies, 425 Van Buren St., Monterey 93940
(408) 649-3113

Upper division and graduate institution offering B.A. and M.A. in six foreign languages, international studies, political science, international economics and international management. Certificate programs in translation and interpretation. Purpose: to provide better understanding of other nations and cultures, and of the demanding roles the U.S. must fulfill in world affairs.

Mt. St. Mary's College, 12001 Chalon Rd., Los Angeles 90049 (213) 476-2237

On two unique campuses in the Los Angeles area, the college offers Associate Baccalaureate, and Graduate degrees. With a strong liberal arts foundation, students participate in internships in government and industry, a pre-school center on campus, and a new career-planning job placement center. Primarily for women; men are welcome in music, nursing, and graduate programs.

Northrop University, 1157 West Arbor Vitae St., Inglewood 90306 (213) 776-3410

NU combines the individual attention of a small college with cultural advantages of an urban setting. Small classes, highly qualified faculty, outstanding laboratories, and personal interest in every student. Two, three and four year programs include vocationally oriented A&P school, undergraduate, graduate degrees in engineering, business, mathematics, technology, science, law.

Occidental College, 1600 Campus Rd., Los Angeles 90041 (213) 259-2700

In the best tradition of liberal learning, the flexible curriculum offers ample provision for independent study. Non-sectarian, coeducational, Occidental College confers the A.B., M.A. and M.A.T. degrees. Occidental's urban characteristics is unique among highly selective liberal arts colleges.

Pacific Christian College, 2500 Nutwood Ave., Fullerton 92631 (714) 879-3901

A Christian college, employing the characteristics of both a church-related liberal arts college and a Bible college, Pacific Dormitories feature a unique living-learning experience. Faculty members take special interest in each student, providing both guidance and friendship.

Pacific Oaks College, 714 West California Blvd., Pasadena 91105 (213) 795-9161

Pacific Oaks, specializing in Early Childhood Education and Human Development, includes a Children's School and an upper division and graduate level college.

Pacific Union College, Angwin 94508 (707) 965-6336

Pacific Union College is a senior liberal arts college sponsored by the Seventh-day Adventist Church. Purpose is to develop the intellectual, social, spiritual, and physical aspects of student life. Offers technical as well as academic curricula, Located in Napa Valley.

Pepperdine University, 24255 Pacific Coast Highway, Malibu 90265 (213) 753-1141

Pepperdine is a multi-campus Christian University on a trimester calendar. Seaver College on the Malibu campus is the main liberal arts facility. The Los Angeles campus emphasizes urban education in its varied programs.

Pitzer College, Claremont 91711 (714) 626-8511

Pitzer College is unique among liberal arts colleges in emphasizing social and behavioral sciences, while maintaining strong programs in humanities and natural sciences. One of the Claremont Colleges offering traditional, independent study, and field work.

Point Loma College, 3902 Lomaland Drive, San Diego 92106 (714) 222-6464

Point Loma College is a four-year church-related educational institution maintained to provide higher education in the liberal arts and preparation for service and leadership in selected professions. Seeks to have a community of learning persons who pursue an understanding of persons and things in the context of the Christian faith.

Pomona College, Claremont 91711 (714) 626-8511

Coeducational and residential, offers a full program in the humanities, social sciences and natural sciences. Founding member of the Claremont Colleges. Pomona attempts to foster intellectual independence and growth through close relationships between its able faculty and talented students. Opportunity to study abroad.

St. Mary's College of California, Moraga 94575 (415) 376-4411

Through its innovative 4-1-4 curriculum, small seminar classes, competent and committed faculty, and active student involvement in the formulation of individual objectives, St. Mary's seeks to develop the intellect and imagination of its students. Located in San Francisco Bay Area.

San Francisco Art Institute, 800 Chestnut St., San Francisco 94133 (415) 771-7020

A private, professional art school whose educational goals are fulfilled through both its college and exhibition programs. The oldest and long considered the most vital, center for the visual arts in the Western United States.

The San Francisco Conservatory of Music, 1201 Ortega St., San Francisco 94122 (415) 564-8086

The conservatory is a private professional music school offering training in all instruments and related subjects. During the past five years the curriculum has been broadened to include numerous community performance opportunities, a program in new music, and cooperative efforts with community organizations.

Scripps College, Claremont 91711 (714) 626-8511

An independent residential liberal arts college for women. It enjoys an exceptional educational and social situation as a member of the six Claremont Colleges. The core of the curriculum is a series of courses in Humanities with distinctive offerings in the arts.

Simpson College, 801 Silver Ave., San Francisco 94134 (415) 334-7400

An interdenominational Christian college of the liberal arts and Biblical studies. Location in San Francisco affords excellent "laboratory situations" for practical application of learning; also provides unsurpassed employment opportunities. Seeks to engender growth in all parameters of Christian life - academic, spiritual, social, physical.

Southern California College, 2525 Newport Blvd. Costa Mesa 92626 (714) 545-1178

Southern California College is a charismatic church-related four-year coeducational residential liberal arts college, characterized by small classes and close inter-personal relationships. The college has provided an atmosphere for both spiritual and intellectual development for over fifty years.

Southern California College of Optometry, 2001 Associated Rd., Fullerton 92631 (714) 870-7226

A private non-sectarian college offering a four-year program leading to the degree of Doctor of Optometry. Located in Fullerton it is one of twelve such colleges in the United States. Sixty semester units in selected pre-optometry courses are required for admission.

Stanford University, Stanford 94305 (415) 947-2091

Stanford University is an independent, coeducational, non-denominational, residential institution founded in 1885. Seven schools comprise the University and it is characterized by overseas campuses, independent study opportunities, innovative educational programs, a challenging academic and extra-curricular atmosphere within an informal setting.

United States International University, 10455 Pomerado Rd., San Diego 92131 (714) 271-4300

The undergraduate program at USIU includes the usual areas of academic concern in the arts and sciences plus a strong emphasis on human excellence. Graduate studies include business, education, human behavior, law, social psychology and sociology. USIU has six campuses, one each in Hawaii, Colorado, Mexico, Africa, Europe and San Diego.

University of the Pacific, Stockton 95204 (209) 946-2211

Coeducational, independent, suburban university with four liberal arts colleges plus music, education, pharmacy, engineering and graduate studies on Stockton campus, dentistry in San Francisco and law in Sacramento. Founded in 1851 as California's first chartered college. Pioneer in cluster college concept preserving the values of smallness within university setting.

University of Redlands, Redlands 92373 (714) 793-2121

Coeducational, offering BA, BS, BM, MA, MM, MS, MAT degrees. Extensive domestic and foreign programs. Freshman Exploratory Program for undecided students. Independent study, Internships.

University of San Diego, Alcala Park, San Diego 92110 (714) 291-6480

Value-oriented education with strong academic emphasis, Coeducational, Catholic; the university includes a college of Arts and Sciences, School of Education, School of Business and a School of Law. Each is characterized by small classes and excellent student-faculty rapport.

University of San Francisco, 2130 Fulton St., San Francisco 94117 (415) 666-6563

The University of San Francisco is an independent coeducational Catholic university founded and run by the Jesuit Fathers in the heart of the city. Majors in the Liberal Arts, Sciences, Nursing, and Business Administration are offered, as well as courses leading to educational credential and law degree.

University of Santa Clara, Santa Clara 95053 (408) 984-4288

The University of Santa Clara, founded in 1851, is governed by a Board of Trustees of laymen and Jesuits. Its principal objective is to provide superior undergraduate education in the Liberal Arts, the Sciences and the professions of Business and Engineering to a student body of limited size and high ability.

University of Southern California, University Park, Los Angeles 90007 (213) 746-6741

A major institution of higner learning, USC offers a strong curriculum in a broad range of subjects at both the undergraduate and graduate levels, including 18 professional and specialized schools. Situated on 150 acres in its own urban setting. USC combines the academic, cultural, social and recreational opportunities of a large university with the feeling of a smaller college.

West Coast University, 440 Shatto Place, Los Angeles 90020 (213) 847-4433

West Coast University is a "non-traditional institution for non-traditional students". All programs are offered exclusively in evening classes and are designed primarily for mature, fully employed persons from industry, business, and public agencies in Southern California, desiring to combine full-time employment with year-round, degree-oriented study.

Westmont College, 955 La Paz Rd., Santa Barbara 93108 (805) 969-5051

Westmont is a four-year private interdenominational college in Santa Barbara. Its purpose is to provide setting, incentives, and support for the development of its students' liberal understanding; to foster their emotional social, and spiritual development; and a basis for vocational readiness.

Whittier College, 13421 E. Philadelphia St., Whittier 90608 (213) 693-0771

Whittier College is a small, four-year coeducational liberal arts college. Founded in 1901 by members of the Society of Friends, the college is independent and non-sectarian. The college emphasizes undergraduate education leading to a Bachelors of Arts degree.

Woodbury University, 1027 Wilshire Blvd., Los Angeles 90017 (213) 482-8491

Coeducational, non-denominational institution of higher learning founded in 1894, offering programs at both undergraduate and graduate levels in five divisions. Its location on Wilshire Blvd., the business and cultural center of Los Angeles, contributes to clinic programs and makes part-time work readily accessible.

COMMUNITY COLLEGE

ADMISSION REQUIREMENTS

An applicant, must be 18 years of age or older, or a high school graduate. High school juniors and seniors may enroll in courses recommended by their high school counselor. This is known as the College Starter Program which allows the student to:

1. Explore and get a headstart in various career fields.
2. Get a headstart on a four-year college transfer program.
3. Become familiar with college life and college work before entering college full time.

Students may take any course for which they have the prerequisites and which can fit into their high school schedules. Normally, students should take a course that they could not take at the high school.

A student who plans to attend Mt. SAC as a Freshman should seriously consider taking a course at least during the last semester of his senior year. By taking "any" course, that person will be treated as a continuing student and will be registered for his Freshman courses before most of the graduating seniors from the local high schools.

If a student does not have any idea of what to take at Mt. SAC or has time contraints, it is suggested that he take one of the following guidance orientation classes:

GUID 55-EDUCATIONAL PLANNING (May be taken for Credit/ No Credit Only) One hour lecture	.3 Unit

This course is designed to help students planning to transfer to a four-year college or university, to become informed about requirements for transfer and to develop an educational plan appropriate for their major.

GUID 56-EDUCATIONAL PLANNING (May be taken for Credit/ No Credit Only) One hour lecture	.3 Unit

This course is designed to help students develop an appropriate educational plan to complete requirements for an Associate degree in an occupational major.

APPLYING FOR ADMISSION: GENERAL PROGRAMS

1. Obtain application from the counselor in early March and mail to the Admissions Office, Mt. San Antonio College, 1106 N. Grand, Walnut, CA 91789. The phone number is (714) 594-5611.

2. In June, request a final transcript to be sent to the community college. This can be done by filling out a form available from the school registrar.

3. When admissions have been cleared, the applicant will be notified and invited to set up a counseling appointment with your College Advisor.

4. Testing - The CPP (Career Placement Profile) is required for some majors. Check with your college advisor on requirements.

COST

The student buys his own books, supplies and Student Body Card.

DEGREES OFFERED

1. TRANSFER CURRICULA (Associate in Science)
   The transfer curricula normally reflects requirements for junior standing in nearby public institutions - the University of California Los Angeles or California State Universities.

2. A student may also earn either a two-year degree (Associate of Arts) or a vocational certificate for immediate entrance into an occupation in the following areas:

   Accounting
   Administration of Justice
   Agri-Business
   Agricultural Engineering Technology
   Air Conditioning, Heating and Refrigeration
   Air Traffic Control/Traffic Management
   Air Transportation
   Aircraft Power Plant Maintenance Technology
   Air Frame Maintenance Technology
   Animal Health Technology
   Animal Science Technology
   Architectural Drafting Technology
   Architecture
   Banking and Finance
   Bank Management
   Business Management
   Bi-Lingual/Cross Cultural Educational Aide
   Civil Engineering
   Civil and Structural Drafting
   Clerical Accounting
   Clerk Typist
   Commercial Arts: Advertising Design
   Commercial Flight
   Commercial Music
   Communications Telephonic
   Computer Programming
   Computer Technology
   Construction Inspection
   Credit Administration
   Crops Management
   Dairy Science
   Data Processing
   Educational Aide
   Electronics Communications
   Electrical Power Generation and Distribution
   Electro-Mechanical Drafting and Design
   Electronic Service Technology
   Escrow Management
   Fashion Management
   Fire Administration
   Fire Emergency Medical Technology
   Fire Engineer
   Fire Inspector Certificate

DEGREES OFFERED

Fire Investigator
Fire Science
Flight Attendant
Food Service Assistant, Class II
Food Service Assistant, Class III
Forestry Technology
General Business
General Home Economics
Graphics
Industrial Drafting Technology
Industrial Electronics
Industrial Supervision
Instructional Media Technology
Interior Design
Journalism
Landscape Construction/Supervision
Legal Secretarial Science
Legal Shorthand
Library & Instructional Media
Licensed Vocational Nursing
Livestock Management
Livestock Production
Machinists
Machine Tool Technology
Mechanical Design Techniques
Mechanical Drafting & Design
Medical Transcriber
Merchandising Management
Metallurgy
Nursery Management
Nursery School Training
Nursery School Education
Occupational Safety and Health Technology
Office Clerical
Pet Science
Photography
Plant Science Technology
Plastics Technology
Plumbing
Police Arson Investigator
Police Investigation
Police Management Certificate
Police Supervision Certificate
Poultry Science
Proficiency in Keypunch Operations
Quality Assurance
Radio and Television Broadcasting
Radiologic Technology
Real Estate
Recreation Technology
Registered Nursing
Respiratory Therapy Registry
Respiratory Therapy Technician
Sales and Marketing Management
Stenography
Surveying
Tool Design Technology
Transportation & Traffic Management
Travel Agent Technology
Turf Grass Management
Veterinary Science Technology
Water Technology
Welding

• TESTING

- SAT ● ACT ● CPP
- ACHIEVEMENT
- PSAT

TESTING

PSAT/NMSQT

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test is a single test administered in October. Juniors may take the PSAT/NMSQT which serves as a practice test for the Scholastic Aptitude Test (SAT) and for placement in competition for the scholarship programs administered by the National Merit Scholarship Corporation.

TEST FOR FOUR YEAR COLLEGES

1. SAT - SCHOLASTIC APTITUDE TEST

The SAT is the most widely used test for college admission. Listed below are some basic characteristics of the test.

What?	The SAT is divided into verbal and math sections. The verbal questions measure your ability to understand what you read and the extent of your vocabulary. The mathematical questions measure your ability to solve problems involving reasoning, algebra and geometry.
When?	The SAT is given seven times during the year. Juniors usually take the test in the spring and seniors usually take it in the fall. The test is always given on Saturday morning.
Where?	The SAT is given at many different locations with South Hills High School, West Covina and Ganesha High School, Pomona as the closest centers. A complete list of test centers is listed in the SAT Student Bulletin.
How Scored?	There is no pass or fail. There are two scores - one for the verbal section and one for the math section. The scores are on a scale that extends from a low of 200 to a high of 800. A score of 500 on each test or a 1000 total is a universal median score for high school seniors.

Registration. Applications are available in your counseling office. Deadlines are about six weeks before the date of the test. You sign up for the SAT by mailing in a completed application and test fee.

High School Code Number	Nogales High School	051-357
	Rowland High School	052-696
	Santana High School	052-692

2. ACH - ACHIEVEMENT TESTS

Achievement tests are used to measure students' abilities in selected subjects. Some colleges require these tests. Consult the college catalog or your counselor for details.

What? A student may take any three achievement tests on one day.

American History
Biology
Chemistry
English Composition
European History
French
German
Spanish
Math Level 1
Math Level 11
Physics

Who? Students planning on college should find out whether the achievement tests are required for admission. The University of California system requires three tests: English Composition, Math and Foreign Language or Social Studies.

When? The test is given on Saturday morning. Each test is one hour.

Where? The ACH is given at many locations. South Hills High School, West Covina and Ganesha High School, Pomona are the closest. A complete list of test centers is included in the SAT Student Bulletin.

How Scored? There is a score for each of the achievement tests. The scores are on a scale that extends from a low of 200 to a high of 800.

Registration.	Applications are available in your counseling office. Deadlines are about six weeks before the date of the test. You sign up for the ACH by mailing in a completed application and test fee.

High School Code Number	Nogales High School	051-357
	Rowland High School	052-696
	Santana High School	052-692

3. ACT - AMERICAN COLLEGE TESTING PROGRAM

This test is becoming more widely used for college admission. Check college catalog to be sure of required test. Test items are concerned primarily with what the student can do with what he has learned; they are not concerned with specific and detailed subject matter.

What?	The ACT is divided into four parts: English Usage, Mathematics Usage, Social Studies Reading and Natural Sciences Reading.
Who?	Students should check college catalog to see if the ACT is required for college admission.
When?	The ACT is given five times during the year. The test is given on Saturday morning.
Where?	The ACT is given on many different locations including Cal. State, Pomona and Cal. State, Fullerton. A complete list of test centers is included in the Registration Packet available in the counseling office.
How Scored?	There are five scores for the ACT, one for each of the individual tests as well as a composite score which is the average of the four individual test scores. The composite score is the one used most often for admission purposes. The scores are on a scale from a low of 1 to a high of 36.
Registration:	Applications are available in the counseling office. You may sign up for the ACT by mailing in a completed application and test fee.

High School Code Number	Nogales High School	051-357
	Rowland High School	052-696
	Santana High School	052-692

4. APT - ADVANCED PLACEMENT TESTS

This test is given on a very selective basis to outstanding students. Students receiving high scores may obtain college credit or waiver of some college course requirement depending on the particular college. The advanced placement tests are given at the local high school in May.

TEST DATES

1. Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT).

1983-84 Test Date:	Tuesday, October 18 - Rowland High School
	Saturday,October 22 - Nogales High School

Fee collected by each campus (subject to change).

2. Scholastic Aptitude Test and Achievement Test Dates for 1983-84

Test Date	Regular Registration	Late Registration
Oct. 15 (SAT only)	Sept. 23, 1983	Sept. 23, 1983
Nov. 5	Sept. 30, 1983	Oct. 12, 1983
Dec. 3	Oct. 28, 1983	Nov. 9, 1983
Jan. 28	Dec. 23, 1983	Jan. 4, 1984
April 7 (SAT only)	Mar. 2, 1984	Mar. 14, 1984
May 5	Mar. 30, 1984	Apr. 11, 1984
June 2	Apr. 27, 1984	May 9, 1984

TEST FEES FOR 1983-84 (NOTE--THESE FEES MAY BE SUBJECT TO CHANGE)

Scholastic Aptitude Test (SAT)	$10.50*
Achievement Tests	
One, two, or three taken on one test date	$16.75*

*These amounts include a $6.00 service fee, which will not be refunded.

Service Fees (not refundable):

Late registration fee	$ 8.00
Test and/or center change fee	$ 7.00
Walk-in fee	$20.00
Rush reporting fee	$ 6.00

Each addition ATP

Report to a college or scholarship program listed:

On side 2 of the Registration Form	$ 4.00
On Additional Report Request Form	$ 4.00
SAT score verification fee	$ 5.50

3. American College Test Dates for 1983-84

Test Date	Registration Closes
Oct. 29, 1983	Sept. 30, 1983
Dec. 10, 1983	Nov. 11, 1983
Feb. 11, 1984	Jan. 13, 1984
Mar. 31, 1984	Mar. 2, 1984
June 9, 1984	May 11, 1984

TEST FEE: $8.50

4. (CPP) Career Planning Program of the (ACT) - American College Testing

The Career Planning Program (CPP) is a guidance-oriented system designed to help students identify and explore relevant occupations and educational programs. The CPP collects, integrates and reports information useful for career planning, and is also used for placement at community college.

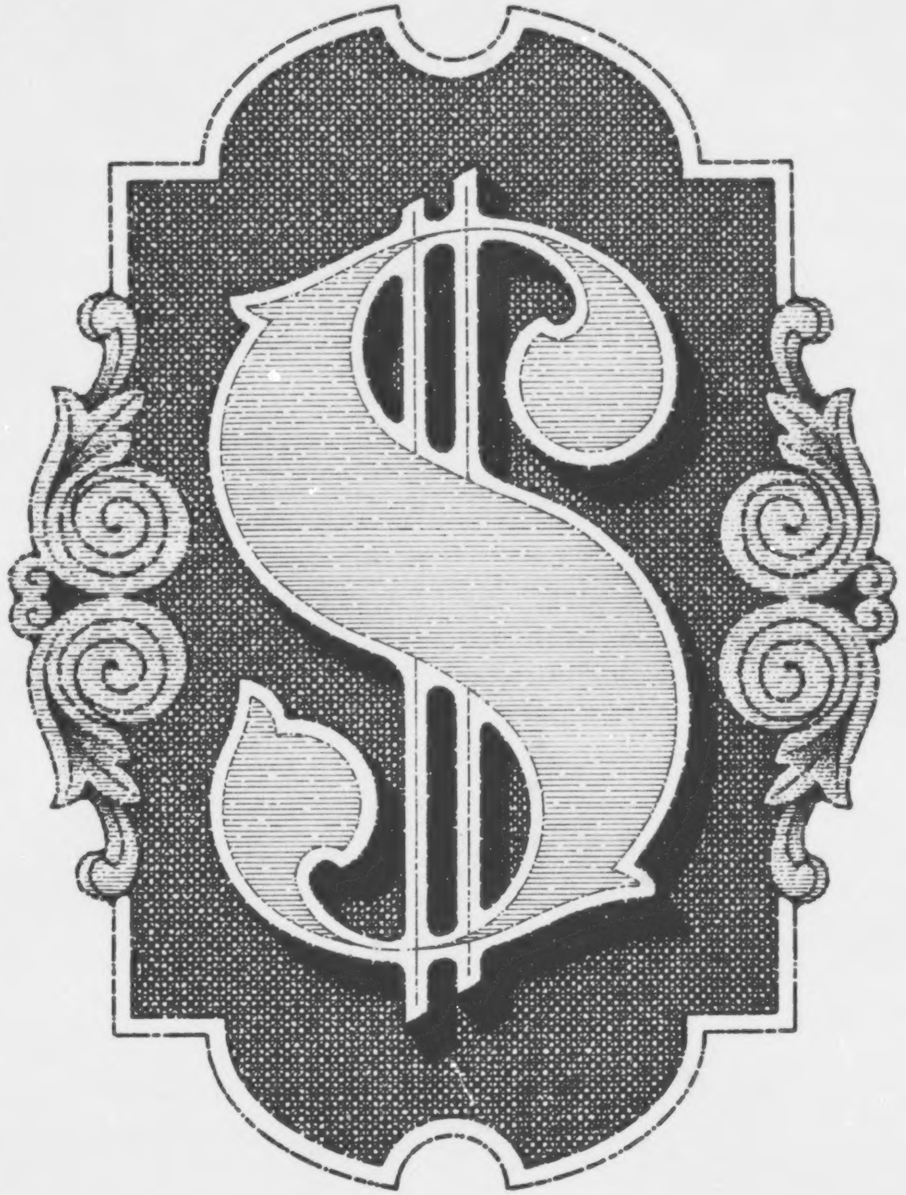
5. T.O.E.F.L. - Test of English as a Foreign Language

It is recommended that all non-native speakers of English take T.O.E.F.L. for admission to college. T.O.E.F.L. is a measure of English proficiency. The test takes three hours. Each form of the current test consists of three separately timed sections: listening comprehension, structure and written expressions, and reading comprehension and vocabulary.
See your counselor for further information.

COLLEGE TESTING CHECK LIST

1. Find out . . . . What tests are required for colleges to which you are applying.
2. Pick up. . . . . Test Applications.
3. Read . . . . Student Bulletin.
4. Mail . . . . Applications before deadline.
5. Study. . . . . Sample test questions.

Financial Aid



- CAL GRANTS
- PEL GRANTS
- SCHOLARSHIPS

FINANCIAL AID

Financial Aid is a subject that is confusing to almost anyone who is involved with it. Before a family pursues assistance, it should become familiar with what is currently available. Therefore, the following is divided into two areas: The types of programs and how to seek them.

FEDERAL PROGRAMS

Basic Educational Opportunity Grant (BEOG) (Pell Grants): You will receive from $150 to $1,700 a year if you qualify for a Pell Grant. The amount depends largely on your school costs and the income of your parents. In some cases, students from families earning up to $27,500 a year may qualify for $150 or more depending on family size, assets, and other factors.

Supplemental Educational Opportunity Grant (SEOG): Schools award these grants to undergraduate students on the basis of financial need. The grants are worth $200 to $2,000 a year. For further information about the SEOG, contact the financial aid administrator at the college you plan to attend.

Nursing Scholarship: The U.S. Public Health Service sponsors the Nursing Scholarship Program. A nursing student with exceptional financial need may receive up to $2,000 a year if enrolled in a course leading to a diploma in nursing, to an associate, bachelor's, or equivalent degree in nursing, or to a graduate degree in nursing. For more information, contact the financial aid office at the college you plan to attend.

College Work-Study (CWS) Program: Although this is called "college work-study," many vocational schools also participate in CWS. In this program, students work at jobs on the school campus or off campus at nonprofit organizations.

To get a job in a work-study program, apply to the financial aid office of the college or vocational school you want to attend.

Job Location and Development Program: A school may use up to 10 percent of its college work-study funds for the Job Location and Development Program. The purpose of the JLD Program is to develop off-campus employment opportunities for all students who want to work, without regard to a student's financial need. To find out if your school participates in the JLD Program, contact the financial aid office at the college you plan to attend.

National Direct Student Loan (NDSL): This low interest (6 percent) loan is made directly to needy students by the college or school that has received Federal money for this purpose. If you quality, you may borrow up to $6,000 for 4 years of college or $3,000 for 2 years of vocational school or college.

Guaranteed Student Loan (GSL): This higher interest (9 percent) loan is available to students who demonstrate financial need. A private lender such as a credit union or bank or sometimes a school or a state agency makes this loan directly to you. Dependent undergraduate students can borrow up to $2,500 each year, to a total of $12,500. Independent undergraduate students can borrow up to $3,000 each year, to a total of $15,000. Graduate students can borrow up to $5,000 each year, to a total of $25,000.

PLUS Loans to Parents: These new 14 percent loans may be obtained by parents of dependent students from participating banks or other private lenders. Parents may borrow up to $3,000 each year, to a total of $15,000. Repayment must begin within 60 days after the loan is disbursed, and borrowers do not have to show need.

Federal Nursing Student Loan: Loans of up to $2,500 a year not to exceed a total of $10,000 are available to qualified needy students attending accredited schools of nursing. Interest is 3 percent. Contact the college you plan to attend.

Social Security: A student between the ages of 18 and 22 may be eligible to receive monthly Social Security checks because of death, disability, or retirement of parent who worked long enough to be eligible for Social Security benefits. The student must be unmarried and attending school full-time to be eligible to receive these checks. For information, call the Social Security office nearest you.

Veterans Administration GI Bill Benefits: If one of your parents dies while serving in the Armed Forces or afterwards, your surviving parent may be eligible to receive additional monthly VA pension benefits for you until you are 23 if you are enrolled in an approved course of study. These benefits may go directly to you if you have no surviving parent. The amount of the pension benefits vary depending on the dates of service in the Armed Forces, and depending on which pension the surviving parent (and/or children) is eligible to receive.

For information about any Veterans Benefits, contact the Veterans Affairs Office at the school you plan to attend or the Veterans Administration office nearest you.

Rehabilitation Program: Under this program, handicapped persons may qualify for training including:

- Tuition, fees, room and board.
- Interpreters and note takers for the deaf.
- Readers, tape recorders and braille typewriters for the blind.

For information, contact the state Rehabilitation Agency.

CALIFORNIA STATE PROGRAMS

CAL GRANT A - The purpose of the State Cal Grant A program is to provide assistance to students from low and middle-income families in meeting tuition costs. The awards range up to $3,400 at independent colleges and private vocational schools, $850 at the University of California, and an average of $250 at California State University and Colleges. If you qualify for a CAL Grant A and want to attend a community college, the Student Aid Commission will hold your award until you transfer to a four-year college, provided that you continue to qualify financially.

Cal Grant A recipients are selected on the basis of financial need and grade point average for the tenth and eleventh grades.

CAL GRANT B - The State CAL GRANT B program is intended to aid high-potential students from minority and low-income families. For college freshmen, the CAL GRANT B award is usually limited to the non-tuition costs of going to school or college (living expenses, books and supplies, transportation, etc.). Exceptions may be made in unusual cases. The size of the grant ranges up to $2,200 for these non-tuition expenses.

CAL GRANT C - The purpose of the State CAL GRANT C program is to help students from low and middle-income families to attend vocational courses and schools. CAL GRANT C awards range up to $2,000 for tuition and $500 for other training related costs such as special clothing, tools, equipment, books and supplies, and transportation.

California Law Enforcement Personnel Dependents Grant, which pays tuition and living expenses up to $1,500 per year for needy dependent children of law enforcement officers who have been killed or permanently disabled in the line of duty. Write the Student Aid Commission for a special application.

California Bilingual Teacher Grant, which provides undergraduate students, enrolled in approved bilingual teaching programs, up to $3,600 for tuition, fees, and living expenses. Use SAAC and Bilingual Teacher Grant application to apply.

COLLEGE AND UNIVERSITY PROGRAMS

Almost every college has a financial aid office. It is imperative that the family seeking financial assistance contact that office early in the senior year of high school to inquire about the following - alumni scholarships and grants, faculty awards, and the many general and specific scholarships that are unique to each college.

Being aware that there are Federal, State, and College Financial Programs, the family seeking aid should read and complete the directions which follow:

1. The College Scholarship Service was created in 1954 by the College

Entrance Examination Board as an agency to help over 500 colleges determine the financial need of prospective students who apply for scholarships or other forms of financial aid.

The College Scholarship Service does not itself award scholarships. Neither does it determine who shall receive them. The selection is done by each individual college according to its own standards for recognizing financial need.

CSS functions as a collection agency. It supplies participating colleges with the necessary information needed in order for them to determine the need and the extent of the need for financial aid. To properly assess the financial need of an applicant, the CSS has developed a questionnaire designed to bring forth the information needed by colleges to determine where best to place scholarship funds. The questionnaire is known as the Student Aid Application for California (SAAC). It is to be completed by parents, signed, and mailed during the month of January.

2. Even if a family is almost positive that a graduating senior is not eligible for a Basic Education Opportunity Grant (BEOG or Pell Grant) that family must still apply for one -- if other forms of assistance are being sought. The process of applying for a Pell Grant is simple, as one to two questions properly marked on the SAAC automatically ensures application for a Pell Grant.

3. Besides completing the SAAC and applying for a Pell Grant, a senior should also apply for a California State Grant. For the sake of redundancy, most colleges will not consider a student for financial assistance if an attempt to secure a Cal Grant was not made. The Cal Grant supplement (s) will will attached to the SAAC. This form should be mailed during the month of January.

4. For a college to offer a Financial Aid Package to a student, the family must have demonstrated that it attempted to help itself. This is accomplished by filing a SAAC, and applying for a Pell Grant and a Cal Grant.

Hopefully, a family will be eligible for Pell Grant and Cal Grant monies; however -- even if it is not -- the college will still consider a student for such things as low interest loans, work-study programs, and many of the grants and awards that each college has available to disseminate to incoming students. In order to get the most out of a college Financial Aid office, it is advisable that the family make a personal visit to learn about all the things that are available. Many students write or call, but past experience indicates that the persistent family is the one that reaps the most rewards.

As the College Scholarship Service will indicate in February or March to you and the colleges in which the family is interested approximately how much the family can afford to spend on a college education, the information contained below is of primary value as comparative data and reflects an average estimate of costs at various schools in California. This information will have much more meaning after your Estimated Contribution Sheet is mailed to you in the spring of the senior year by the College Scholarship Service.

The Tuition and Fees column reflects the published charges of the institution for the 1982-83 academic year as reported as of this date. The college budgets on the following pages were compiled by using the standard (nine months) figures listed below.

	Resident Cost (Residing in University/ College Housing	Off-Campus Cost (Residing in apartment, etc.)	Commuter Cost (Residing with parent or relative
Tuition and Fees	Actual	Actual	Actual
Books and Supplies	288	288	288
Food and Housing	Actual	3150	1215
Transportation	360	585	765
Personal/ Miscellaneous	855	990	855

FOUR-YEAR COLLEGES, UNIVERSITIES AND PRIVATE TWO-YEAR COLLEGE

Institution	Tuition and Fees	Residence Cost	Off-Campus Cost	Commuter Cost
Antioch University West	4650	----	9663	7773
Azusa Pacific University	4380	8093	9393	7503
Bethany Bible College	2741	6446	7754	5864
Biola University	4082	7975	9095	7205
California Baptist College	2930	6323	7943	6053
California Christian College	1270	4373	6283	4393
Calif. Col. of Arts & Crafts - New	4810	10225	10535	8645
Calif. Col. of Arts & Crafts - Ret.	4390	9805	10115	8225
Calif. Institute of the Arts	5603	----	11328	9438
Calif. Institute of Technology	7608	12248	12621	10731
Calif. Lutheran College	4520	8223	9533	7643
Calif. Maritime Academy	1202	6302	----	----
CSC Bakersfield	296	4146	5309	3419
CSC San Bernardino	441	4344	5454	3564
CSC Stanislaus	427	4220	5440	3550
CSPU Pomona	435	4713	5448	3558
CPSU San Luis Obispo	453	4782	5466	3576
CSU Chico	468	4521	5481	3591
CSU Dominguez Hills	425	----	5438	3548
CSU Fresno	466	4699	5479	3589
CSU Fullerton	444	----	5457	3567
[illegible]SU Hayward	422	----	5435	3545
[illegible]mboldt State University	456	4659	5469	3579
CSU Long Beach	332	4135	5345	3455
CSU Los Angeles	412	----	5425	3535
CSU Northridge	449	----	5462	3572
CSU Sacramento	313	4202	5326	3436
San Diego State University	325	4528	5338	3448
San Francisco State University	444	4697	5457	3567
San Jose State University	329	4432	5342	3452
Sonoma State University	339	4787	5352	3462
Chapman College	5770	9748	10783	8893
Christ College	3225	6948	8238	6348
Christian Heritage College	2980	6083	7993	6103
Claremont McKenna College	7200	11709	12213	10323
Cogswell College 82/3	3600	----	8613	6723
Cogswell College 81/2	2700	----	7713	5823
Cogswell College 80/1	2400	----	7413	5523
Cogswell College 79/0	1950	----	6963	5073
College of Human Services	4200	----	10407	8097
College of Notre Dame	4700	9003	9713	7823
Dominican College	4450	9453	9463	7473
Dominican Sch. of Theology	2130	----	7143	5253

FOUR-YEAR COLLEGES, UNIVERSITIES AND PRIVATE TWO-YEAR COLLEGE

Institution	Tuition and Fees	Residence Cost	Off-Campus Cost	Commuter Cost
Don Bosco Tech. Inst., 1st year	1850	----	6863	4973
Don Bosco Tech. Inst., 2nd year	1176	----	6189	4299
Fresno Pacific College	3900	7603	8913	7023
Golden Gate University	2564	----	7577	5687
Harvey Mudd College	7410	12123	12423	10533
Holy Names College	5570	9523	10583	8693
Holy Names (Weekend College)	4365	----	9935	7835
Humphreys College				
Business, Word Proc & Data Proc	2163	----	7176	5286
Court Reporting	2884	----	9568	7048
International College	4000	----	9013	7123
John F. Kennedy University	2922	----	7935	6045
Loma Linda University				
College of Arts & Sciences	5220	9066	10233	8343
Dental Assistant	6960	12890	14470	11950
Health Related Professions	5130	8958	10143	8253
Dental Hygiene Junior	6960	13330	14910	12390
Dental Hygiene Senior	5220	10460	11595	9705
Nursing	5220	9048	10233	8343
Los Angeles Baptist College	3620	7293	8633	6743
Loyola Marymount University	5139	9281	10152	8262
Marymount Palos Verdes	3665	----	8678	6788
Menlo College	5990	10673	11003	9113
Mills College	6450	11153	11463	9573
Monterey Institute	5450	----	10463	8573
Mt. St. Mary's College, Chalon	4560	8649	9573	7683
Mt. St. Mary's College, Doheny	4548	8921	9561	7671
National University	4080	----	10764	8244
New College, Humanities	3000	----	8013	6123
Northrop University	4995	9900	10008	8118
Occidental College	6999	11502	12012	10122
Otis Art Institute/Parsons Sch Design	4580	9495	10005	8115
Otis Art Institute/Parsons - AAS	3170	8085	8595	6705
Pacific Christian College	2652	6755	7665	5775
Pacific Oaks College	4820	----	9833	7943
Pacific Union College	5220	9123	10233	8343
Patten Bible College	2257	5922	7270	5380
Pepperdine University, Malibu	7092	11625	12105	10215
Pitzer College	7728	11896	12741	10851
Point Loma College	3690	7053	8703	6813
Pomona College	7390	11861	12403	10513
St. Mary's College	5130	9378	10143	8253
San Francisco Art Institute	4820	----	10545	8655

FOUR-YEAR COLLEGES, UNIVERSITIES AND PRIVATE TWO-YEAR COLLEGE

Institution	Tuition and Fees	Residence Cost	Off-Campus Cost	Commuter Cost
San Francisco Conservatory of Music	5035	----	10048	8158
San Jose Bible College	2238	5761	7251	5361
Scripps College	7190	11943	12203	10313
Simpson College	3050	6153	8063	6173
Southern California College	3094	6764	8107	6217
Southern Calif. Col. of Opt. Tech.	1950	----	6963	5073
Stanford University	8220	13378	13233	11343
U.S. International University	5025	9300	10038	8148
UC Berkeley	1172	5693	6185	4295
UC Davis	1186	5364	6199	4309
UC Irvine	1214	6146	6227	4337
UC Los Angeles	1175	5176	6188	4298
UC Riverside	1180	5563	6193	4303
UC San Diego	1196	6288	6209	4319
UC San Francisco				
Dental Hygiene	1252	5095	6265	4375
Nursing	1252	5095	6265	4375
Pharmacy	1318	5161	6331	4441
Physical Therapy	1527	6651	8211	5691
UC Santa Barbara	1194	4008	6207	4317
UC Santa Cruz	1267	5828	6280	4390
University of La Verne	5158	9321	10171	8281
University of the Pacific	7615	12188	12628	10738
Engineering	8091	12664	13104	11214
Pharmacy	11007	16838	17214	14904
University of Redlands	6865	11228	11878	9988
University of San Diego	5160	9513	10173	8283
University of San Francisco	5020	9467	10033	8143
Nursing	5420	9867	10433	8543
University of Santa Clara	5190	9390	10203	8313
University of Southern California	6994	11697	12007	10117
Dental Hygiene Junior	10231	16971	17451	14931
Dental Hygiene Senior	8154	13144	13454	11564
Pharmacy	7324	12027	12337	10447
West Coast Christian College	1850	5069	6863	4973
West Coast University	3264	----	9948	7428
Westmont College	5490	9743	10503	8613
Whittier College	5886	9849	10899	9009
Woodbury University	3789	----	8802	6912
World College West	3810	8013	8823	6933

OTHER ELIGIBLE INSTITUTIONS

Academy of Art	3720	----	8733	6843
Academy of Stenographic Arts	2400	----	9084	6564
American Acad. Dramatic Arts/West	2975	----	6938	5468

OTHER ELIGIBLE INSTITUTIONS

Institution	Tuition and Fees	Residence Cost	Off-Campus Cost	Commuter Cost
American Conservatory Theatre	4200	----	9213	7323
Armstrong College	2178	----	7191	5301
Bay Valley Draft/Elec./Mech.	2880	----	7893	6003
Bay Valley Elec. Technician	4500	----	11184	8664
Brooks College	3780	7863	8793	6903
Bryan Court Reporting	2280	----	8964	6444
Calif. School Court Reporting	2200	----	8894	6374
Center Early ED 18 Mos.	2190	----	7203	5313
Center Early ED 9 Mos.	2190	----	7203	5313
Center Early ADM 9 Mos.	2475	----	7488	5598
Central Cal Comm College	3840	----	10524	8004
Cleveland Chiropractic	4056	----	10263	7953
Columbia College	3000	----	8013	6123
Condie College	4096	----	10780	8260
Empire College				
Accounting II	3744	----	10428	7908
Accounting III	3792	----	10476	7956
Court Reporting -4/80	2220	----	8904	6384
Court Reporting +4/80	2520	----	9204	6684
Court Reporting +9/82	3000	----	9684	7164
Fashion Institute				
Los Angeles				
Mrd/Int Dsn	4390	----	9403	7513
Fashion Design	4490	----	9503	7613
Sp. Dsn/Int Dsn	5090	----	11774	9254
San Francisco				
Mrd/Int Dsn	4390	----	9403	7513
Fashion Design	4490	----	9503	7613
Sp. Dsn/Int Dsn	5090	----	11774	9254
Orange				
Mrd/Ind Dsn	4390	----	9403	7513
Fashion Design	4490	----	9503	7613
Sp. Dsn/Int Dsn	5090	----	11774	9254
Sherman Oaks				
Mrd/Ind Dsn	4390	----	9403	7513
Fashion Design	4490	----	9503	7613
Sp. Dsn/Int Dsn	5090	----	11774	9254
Heald College of Engineering	2905	----	7918	6028
Heald Institute of Technology				
Santa Clara (+1/82)	3840	----	10524	8004
Santa Clara (-1/82)	3360	----	10044	7524
Concord	3360	----	10044	7524
Healds Business College				
Oakland	3840	----	10524	8004
Sacramento	3840	----	10524	8004
San Francisco	3840	----	10524	8004
San Jose	3840	----	10524	8004
Walnut Creek	3840	----	10524	8004

OTHER ELIGIBLE INSTITUTIONS

Institution	Tuition and Fees	Residence Cost	Off-Campus Cost	Commuter Cost
ITT/Links Inst	4350	----	11034	8514
ITT Technical Inst	4350	----	11034	8514
Los Angeles Col. of Chir.	6111	----	12318	10008
Los Angeles Med. Ctr. Nursing	1200	5284	7884	5364
Louise Salinger				
Fashion Design	3360	----	8373	6483
Fashion Design (24 Mos)	4480	----	11164	8644
Millinery (18 Mos)	3360	----	8373	6483
Merit College				
Court Reporting 82/83	3890	----	10574	8054
Court Reporting 81/82	3790	----	10474	7954
Court Reporting 80/81	3360	----	10044	7524
Court Reporting 79/80	3120	----	9804	7284
Pacific Legal Arts C.R.	3050	----	9734	7214
Palmer Col Chiropratic	3570	----	8583	6693
Rutledge Coll. of San Diego				
Business Adm (18 Mos)	2880	----	9564	7044
Court Reporting (24 Mos)	2880	----	9564	7044
Paralegal (18 Mos)	2880	----	9564	7044
Samuel Merritt Hospital				
School of Nursing, 1st year	6050	10153	11063	9173
School of Nursing, 2nd year	6050	10153	11063	9173
School of Nursing, 3rd year	8550	10387	14677	12367
School of Nursing, 4th year	4290	8393	9303	7413
Sierra-College of Business, 24 Mos)	3400	----	10084	7564
Skadron +7/81	4200	----	10884	8364
Skadron -7/81	4200	----	10884	8364
Skadron -7/80	4200	----	10884	8364
Southern Calif. Inst. Architecture	3700	----	8713	6823
Southland Court Reporting	3596	----	10280	7760
Western State Univ., Fullerton	3640	----	8653	6763
Western State Univ., San Diego	4396	----	9409	7519
Westland College C.H.				
Design/Merch (day)	3610	----	8623	6733
Merchandising/Dsn (eve)	3560	----	9767	7457
Drafting-Day	4045	----	9058	7168
Drafting-Eve	3995	----	10202	7892
Elec Tech-Day	4045	----	10729	8209
Elec Tech-Eve	3995	----	10679	8159
Westland College Burbank	2740	----	9424	6904

OTHER FINANCIAL AID SOURCES

While it cannot be stressed enough that one should seek large amounts of money through the College Financial Aid Office, it should be noted that many scholarships are also available from companies, religions and ethnic groups, organizations, and individuals. Scholarships have varying qualifications, but the requisites for most of them involve outstanding scholarship marks, good moral character, and participation in school or community activities. Check into any organization or company in which your parents are involved; they might have a scholarship for children of members or employees.

Through the year various scholarships are available to Rowland Unified School District students. These scholarships may vary from year to year or may be discontinued entirely according to the organizations's wishes. However, as soon as these scholarships are offered to the high schools, they will be presented to the students by being announced in the bulletin and in various senior classes. It is essential that you be alert since it is your responsibility to take the initiative in applying for scholarships as well as colleges and tests. In any event, do not assume that you are not qualified for an award. Let the judges make that decision! Apply!

Listed below are potential scholarships and awards that have been consistently available the last two to three years. Besides being placed in the school bulletin and announced in senior classes, these offerings are also posted on the bulletin board outside the counselor's office that handles Financial Aid. If you have any questions throughout the year, please stop by and ask.

R - Rowland High School
N - Nogales High School
S - Santana High School

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SCHOLARSHIPS AND AWARDS AVAILABLE BY NOMINATION

Bank of America. (RNS) Scholastic achievement, qualities of leadership, personality, ability to speak in front of others, and sense of civic responsibility. Highly competitive. Finalists compete in panel discussion before a judging committee. Contestants nominated by Departments. Recognition and opportunity to win over $2,000.

Department Awards. (RNS) Senior nominated by each department who demonstrated academic excellence and worked to his/her potential. Business - Education, English, Fine Arts, Foreign Language, Home Economics, Industrial Education, Mathematics, Physical Education, Reading, and Social Studies.

Rowland High Math Department Scholarship. (R) $50 award to outstanding math student.

Sierra League Honors Award. (R) Faculty selection of outstanding students who demonstrated service to school.

Bausch and Lomb Honorary Science Award. (RNS) Recognition to outstanding student who exhibits an interest in science.

Ed Chapman Vocational Awards. (RNS) Recognition through the Kiwanis of nine Vocational Education students (Business, Home Economics, and Industrial Education). One student to receive $100.

Gemco Outstanding Social Science Award. (RNS) Social Science Department selects a student with a strong interest in Economics, Political Science and history to compete in competition for over $2,000.

Kiwanis Student Awards. (RNS) Recognition to students in the following areas - Service, Leadership, Social Science and Science.

Rowland Heights, Diamond Bar, Walnut Rotary Scholarship. (RNS) $200 to a deserving student who plans to attend a local junior college before transferring to a four year college. G.P.A. 3.25 or higher.

Perfect Attendance Awards. (RNS) Recognition to those who demonstrated responsibility and punctuality.

Nogales High School Faculty Scholarship. (N)

Rowland High School Faculty Scholarship. (R) $100 to outstanding student(s) who demonstrated a significant contribution to community and school.

Dr. Allan W. Jacobs. (R) $50 to a student who possesses an unselfish attitude and demonstrated and extraordinary amount of service to school.

Chris Mecate Memorial Scholar - Athlete Award. (R)

Foothill Industry Education Council Outstanding Vocational Education Student. (RNS) Selected by Home Economics, Industrial Education, and Business Departments.

SCHOLARSHIPS AND AWARDS - APPLICATION BY STUDENTS

Oma Louise Traylor Memorial Scholarship. (R) $500 to a senior girl who exhibits the attitudes and personality that were characteristic of Mrs. Traylor. Candidness, services to school and/or community and interest in travel and photography are some of the criteria.

San Gabriel Valley Junior All America. (RNS) Approximately $200 to a student planning on college who participated in the Junior All America Program. G.P.A. of 3.5 required.

Association of Rowland Educators Scholarships. (RNS) $100 to a student who has demonstrated academic excellence throughout high school. Citizenship and leadership considered.

California School Employees Association Scholarship. (RNS) $200 to a student who has the academic potential to succeed in college.

Victor Stationers Scholarship. (RNS) $100 to a student from each school who has the potential to do well in college. Leadership and activities also considered.

AFL-CIO History Contest. (RNS) Recognition and/or $500 to a student who does well in a labor movement examination given at each high school.

Daughters of American Revolution. (RNS) Dependability, service, leadership, and patriotism. Student selected from each school must take a history test. Award may range from $25 to $1,000.

Japanese American Citizens League and Japanese Community Center Scholarships. (RNS) $100 to outstanding student(s) of Japanese heritage who has an excellent G.P.A. and has been active at school or in the community.

Sons of Italy Scholarship. (RNS) $200 to a student of Italian heritage who has an above average G.P.A. and has been active at school or in the community.

Los Angeles Times Educational Grant. (RNS) $500 to a student from one of the three high schools who has the potential to succeed in college.

Rowland P.T.A. Scholarship. (RNS) $200 to a student from each high school who has an excellent G.P.A. and has been active at school.

Lion's Club Speech Contest. (RNS) Local and area competition. Student speaker selected by faculty committee.

Edison. (RNS) Up to $4,000 and renewable. Various scholarships are given - some based on academic standings, others awarded to vocational students.

American GI Forum. (RNS) Approximately $100,000 available to Hispanics in Southern California. Based on recommendations, parent W-2 form and G.P.A.

Soroptimist Citizenship Awards. (RNS) Approximately $25,000 available. Based on service, dependability, leadership, sincerity and integrity.

June Baggett Secretarial Scholarship. (RNS) For a student who has applied for a post-high school program and plans to enter the secretarial profession. Amount of award varies.

National Presbyterian College Scholarship Program. (RNS) Approximately 500 scholarships given annually. Must be a member of United Presbyterian Church.

L. A. County Medical Association Scholarship. (RNS) $200 to a student interested in nursing or paramedic work.

Elks Scholarship Program. (RNS) Scholarship, leadership and financial need are the criteria by which applicants will be judged. Over one million dollars available nationwide.

California Association of Compensatory Education. (RNS) Three scholarships of approximately $1,000 each to be given to students who can demonstrate an ability to meet adversity.

Youth Opportunities Foundation. (RNS) Mexican or other Latin American origin. Applicants must be in the top 15% of the graduating class. Each award varies.

California Retail Liquor Dealers Association. (RNS) $3,000 available to students who write an essay on "the origins and use of alcohol."

American Institute of Astronautics. (RNS) $1,000 scholarship for one planning to enter some field of science or engineering related to aeronautics and/or astronautics.

Thomas Edison Scholarship Program. (RNS) Approximately $20,000 available. Applicant proposes an idea or experiment which deals with a practical application in the fields of science and engineering.

Rowland Heights Junior Woman's Club. (R) $200 to a girl who plans to attend college two to four years. Involvement at school and in the community is important.

Farjardo P.T.A. Scholarship. (R) Cash award to a student who attended Farjardo Elementary School.

A.A.L. Nursing Scholarship. (RNS) SAT exam plus membership in Aid Association for Lutherans. Awards range up to $1,750.

State Department of Education Scholarships. (RNS) $2,000 available to students interested in science and engineering.

Italian Catholic Federation. (RNS) Must be Catholic. Rank in class, G.P.A., activity record, and character are considered.

Jostens. (RNS) Thousands of dollars awarded nation-wide. Leadership and/or school service are very important.

Women's Auxiliary of Los Angeles County Medical Association. (RNS) $300 to student interested in the field of nursing.

Julie Gassmeyer Memorial Scholarship (RN) $150 award to student from Rincon who is interested in a service oriented vocation.

Shelley Terrell Memorial Scholarship (R) $250 to a student in Special Education or interested in the field.

Shelley Terrell Memorial Choral Scholarship (R) $250 to a student interested in music.

KNXT Essay Contest (RNS) Sponsored by the television station, this competition asks for one entry from each participating school. First prize $1,000, second prize $750, third prize $500. KNXT offers the topic and students are invited to write a 1,000 word essay.

MENSA (RNS) Essay on career plans. $1,000, $500, $200, $100 awards. Need not be a member.

David R. Foster Golf Scholarship (R) 4-year $10,000; 3.4 GPA, Financial need, golf handicap of 10 or better SCGA a club verification.

La Puente Fem & Mineral Club (R) Entering study of Earth Sciences or Geology on a college level. Interest in rockhounding and lapidary a plus. $250.

Joe Surra Scholarship (R) Engineering field, Civil, etc. 3.0 GPA $100.

Phi Delta Kappa (RNS) First place $400, second $250, Third $150. People going into education. Essay on a given topic. Sponsored by USC Chapter.

While the above offerings are usually mailed to each school, the list is not intended to be all inclusive. For more information on other scholarships, a senior should consider seeking sources such as the following:

1. National Association of Secondary School Principals list of National Contests. Approximately 100 approved contests or activities - posted on the bulletin board outside the counselor's office that handles financial aid.
2. Volumes in the library and/or career center such as the Chronicle Student Aid Annual, Chronicle Guidance Publications, Moravia, N.Y. 1982. 420 pages of contests offered by private organizations, independent and AFL-CIO affiliated labor unions, and federal and state governments.

Special Opportunity. The Educational Opportunity Programs are designed to make advanced study possible and feasible for financially and/or culturally disadvantaged minorities of the State of California. This is offered to those students normally eligible for admission to college as well as to those who are ineligible for admission but who have been identified as having a potential for success.

The program provides financial assistance, counseling, and tutoring to students. If one is interested, the applicant should call to make an appointment with an Educational Opportunity Program counselor at the college in which he or she is interested.

OTHER OPPORTUNITIES

APPRENTICESHIPS
VOCATIONAL
TRADE SCHOOLS
MILITARY

APPRENTICESHIP PROGRAMS

Apprenticeship is basically on-the-job training. In this situation an apprentice works alongside a skilled craftsman under the supervision of a foreman. The apprentice learns all the tricks of the trade under actual production conditions. Besides practical training, most programs include about 4 or 5 hours of related courses a week that deal with everything from reading blueprints to human relations.

Apprentice programs run from 2 to 4 years or more depending on the trade. An apprentice is paid the entire time, usually beginning at wages half those of a fully trained journeyman. Wages will increase every six months until the apprentice is making the full journeyman's wage.

Apprentices also receive paid vacations and holidays, insurance, hospitalization and retirement pension plans. However, the most important thing about apprentice training is that it teaches a skill that lasts a lifetime - a skill a person can take to any job. An apprentice is not limited to the one shop where the trade is learned.

To get information about apprenticeship programs, contact the Career Center. A sample of the apprenticeship programs in the Rowland Heights area are as follows:

CARPENTER

DESCRIPTION OF DUTIES

Works in the construction industry to erect wood framework for buildings, installs windows, paneling, cabinets, and floors.

Installs heavy timbers in docks, railway trestles, water towers, and other structures.

Builds wood forms for use in pouring concrete decks, piers, and retaining walls.

Erects scaffolding and temporary buildings for use at construction sites.

Installs millwork and finishes hardware.

Builds stairs, window frames and installs counters.

Uses nails, bolts, wood screws and glue to hold wood pieces together.

Uses hand tools such as hammers, chisels, saws, and power tools such as power nailers and drills.

Works at construction sites on various structures. Where hazards exist they are due to falling objects, falls from higher levels, or careless use of tools.

Works about 40 hours per week with occasional overtime if work schedules demand.

MINIMUM QUALIFICATIONS

At least 17 years old. High school graduate or GED certificate. Passing score on Carpenter's Apprenticeship Qualifying Test. Physically able to perform the work of the trade.

DESIRABLE QUALIFICATIONS

Ability to work from heights; ability to work with others.

SELECTION

Candidates attaining a passing score of 70% on the written examination are ranked according to score. They are given a Letter of Subscription for an employer to sign. Applicants are responsible for obtaining their first jobs.

TERMS OF APPRENTICESHIP

Approximately 4 years (6,000 hours) of on-the-job training supplemented by 144 hours a year of related instruction. Starting wage of 40% of journey worker rate with increases each six months.

HELPFUL HIGH SCHOOL SUBJECTS

English, Mechanical Drawing, Arithmetic, Wood Shop, Blueprint Reading.

ELECTRICIAN, CONSTRUCTION

DESCRIPTION OF DUTIES

Installs a variety of electrical equipment and systems in accordance with the National Electrical Code and State and local regulations.

Maintains and repairs electrical machinery, electronic equipment and control and other devices.

Uses hand tools, portable machine tools, and powered shop tools and equipment including welding, brazing, and soldering equipments, and other instruments to test for circuit continuity.

Fastens circuits to walls, ceilings and floors and installs wires of sizes specified in the installation and construction drawings.

Works in a wide variety of locations and conditions, including ships, factories, repair shops, construction sites, transportation systems, public utility distribution installations and communication plants.

Works a 40-hour week with some overtime as required by urgency of schedules and importance of equipment.

MINIMUM QUALIFICATIONS

At least 18 years old. High school graduate or GED certificate and satisfactory completion of one-year course in algebra (school transcript of official school grade report required). Applicants must submit photocopies of the above required documents when applying for the apprenticeship program, and also, bring the original or official documents for verification of the photocopies. Must be able to perform the work of the trade.

DESIRABLE QUALIFICATIONS

Good eyesight and color discrimination are necessary.

SELECTION

Passing score on math test and oral interview by the Joint Apprenticeship Sub-Committee.

TERMS OF APPRENTICESHIP

Approximately 4 years (8,000 hours) of on-the-job training supplemented by a minimum of 2 nights per week at night school (hours specified by JAC). Starting wage of 40% of journey worker rate.

HELPFUL HIGH SCHOOL SUBJECTS

English, Higher Math, Mechanical Drawing or Blueprint Reading, Physics or Electric Shop (basic electricity or radio theory).

PLUMBER

DESCRIPTION OF DUTIES

Installs water, gas, and disposal lines in various buildings.

Installs heating and air conditioning units, radiators, water heaters, and plumbing fixtures in various structures.

Uses special tools including reamers, wrenches, drills, braces and bits, hammers, chisels, hack saws, blow torches, threaders, hydraulic pipe benders, brazing equipment, welding equipment, soldering irons and pots, plastic pipe and bonding materials during various installation and repair jobs.

Works inside homes, under floors, and out-of-doors in the work of installing piping and plumbing services. Work is hazardous when brazing, soldering, and other such equipments are used.

Works a 40-hour week with little overtime.

MINIMUM QUALIFICATIONS

At least 18 years old. Birth Certificate. High school diploma or GED certificate. Satisfactory accomplishment of Intelligence and Aptitude Test and oral evaluation. Physically able to perform the work of the trade.

DESIRABLE QUALIFICATIONS

Mathematical ability, manual dexterity, and eye-hand coordination. Manual coordination and a sense of spatial relations.

SELECTION

Qualified applicants are dispatched from a list as job opportunities occur.

TERMS OF APPRENTICESHIP

4 years of on-the-job training supplemented by a minimum of 216 hours a year (2 nights per week) of related classroom instruction. Starting wage of 40% of the journey worker rate.

HELPFUL HIGH SCHOOL SUBJECTS

Mathematics, Physics, Chemistry, Mechanical Drawing, Drafting or Blueprint Reading, English.

REFRIGERATION AND AIR CONDITIONING MECHANIC

DESCRIPTION OF DUTIES

Installs and repairs equipment ranging in size from small window units to large central air-conditioning systems.

Locates motors, compressors, evaporators, and other components according to blueprints and specifications.

Connects duct work, refrigerant lines and other piping between the system components.

Wires in the electrical portions of the equipment to controls and power sources.

Charges systems with refrigerant to manufacturers' specifications, and checks system for correct operation.

Diagnoses faulty equipment and makes necessary repairs.

Inspects controls, such as relays and thermostats when troubleshooting.

Works occasionally in cramped positions in homes, offices, and other locations; hazards involve electric shock, muscle strains, and possibly burns.

Works a 40-hour week, with occasional overtime, depending on seasonal variations and equipment overloads.

MINIMUM QUALIFICATIONS

At least 20 years old. High school diploma.

DESIRABLE QUALIFICATIONS

High school graduation. Mechanical aptitude and an interest in electricity.

SELECTION

Qualified applicants are dispatched from a list as job opportunities occur.

TERMS OF APPRENTICESHIP

5 years of on-the-job training supplemented by a minimum of 144 hours a year of related classroom instruction. Starting wage of 40% of journey worker rate.

HELPFUL HIGH SCHOOL SUBJECTS

Electric Shop, Machine Shop, Mechanical Drawing, Blueprint Reading, Mathematics (advanced geometry), Physics.

SHEET METAL WORKER

DESCRIPTION OF DUTIES

Fabricates and installs ducts for ventilating, heating, and air-conditioning systems under construction.

Fabricates roofing, siding, neon signs, and other commercial and architectural parts and items.

Works with hand tools including tin snips, power shears, benders, brakes, circle cutters, and other implements.

Bolts, welds, rivets, or staples sheets and pieces together as required by the blueprint.

Works in a variety of locations such as construction sites, aerospace facilities and shops, heating and ventilating shops; hazards usually involve use of power tools and machinery, and cuts from edges of metal pieces and sheets. When sheet-metal roofing is being installed caution should be exercised to avoid falls.

Works a 40-hour week, with overtime as required by work schedules.

MINIMUM QUALIFICATIONS

At least 18 years old. High school diploma with a minimum of 1 year of basic math with a passing grade, or GED certificate. Ability to work from heights. Physically able to perform the work of the trade. Have good vision and hearing. Passing score on basic math test. Must be neat and clean.

DESIRABLE QUALIFICATIONS

Good spatial relations, eye-hand coordination, and manual dexterity.

Ability to work from heights and confined areas while in awkward positions.

SELECTION

Qualified applicants are dispatched from a list as job opportunities occur.

TERMS OF APPRENTICESHIP

4 years (8,000 hours) of on-the-job training supplemented by mandatory attendance of classes two nights per week, three hours per night, as specified. Starting wage of 45% of journey worker rate.

HELPFUL HIGH SCHOOL SUBJECTS

Mathematics through Trigonometry, Mechanical Drawing, Drafting, Metal Shop, Blueprint Reading.

STATIONARY ENGINEER

DESCRIPTION OF DUTIES

Operates and maintains equipment in accordance with State and local laws to protect the safety of people being served.

Detects and identifies any trouble which develops in the equipment by watching, listening to the motions, and sound of the equipment and by observing meters, gages, and other instruments.

Operates levers, switches, valves, and throttles to regulate the machinery and to note such data as fuel used, and boiler temperatures and pressures.

Effects minor repairs on the equipment to keep it in good running order.

Works in power houses or rooms in which the equipment is located; usually these are clean and well-lighted, but also will be hot and dusty in some places. Hazards involve burns, shocks, and injury from contact with moving machinery.

Works a 5-day, 40-hour week in shifts which will involve weekend and holiday hours.

MINIMUM QUALIFICATIONS

At least 18 years old. High school diploma or GED certificate.

SELECTION

Must pass aptitude and oral examination.

TERMS OF APPRENTICESHIP

4 years of on-the-job training. Starting wage of 60% of journey worker rate. Journey worker wage will vary with contracts such as hospitals, buildings, cold storage, etc.

HELPFUL HIGH SCHOOL SUBJECTS

Algebra, Geometry, Physics, Chemistry, Machine Shop.

TOOL AND DIE MAKER

DESCRIPTION OF DUTIES

Produces tools, dies, and special fixtures for guiding and holding work pieces in machine tools in the production of large quantities of metal parts.

Makes gauges and other measuring devices for manufacturing precision metal parts.

Constructs metal forms (dies) to shape metal in stamping and forging operations.

Makes metal molds for diecasting and molding plastics.

Repairs worn or damaged dies, gauges, jigs, fixtures, and designs tools and dies.

Uses most types of machine tool and precision measuring instruments.

Works in machine shops, and special tool and die rooms of relatively low hazard potential.

Works a 40-hour week with some overtime in case of breakdowns or schedule over-runs.

MINIMUM QUALIFICATIONS

At least 18 years old. High school diploma, or GED certificate. Physically able to perform the work of the trade.

DESIRABLE QUALIFICATIONS

Sense of feel, eye-hand coordination and finger dexterity.

SELECTION

All applicants will be received at the employers plant: see below

TERMS OF APPRENTICESHIP

Approximately 4 years (8,000 hours) of on-the-job training supplemented by a minimum of 144 hours a year of related instruction. Starting wage of 50% of journey worker rate with increases every six months.

HELPFUL HIGH SCHOOL SUBJECTS

Mathematics, Drafting, Metal Shop, Physical Science.

Vocational Schools

The counseling office or career center has addresses, locations or any other information on vocational schools.

Listed below are some vocational choices:

Account Executives, Advertising
Accountants
Accountants, Certified Public
Actors and Actresses
Actuaries
Administrative Managers
Administrators, Hospital and Health-Services
Advertising Account Executives
Advertising Copywriters
Advertising Workers
Aerospace Engineers
Aerospace Industries Manufacturing Workers
Aerospace Technicians
Agents, Real Estate
Agricultural Engineers
Air-Conditioning Engineers
Air-Conditioning Technicians
Air Traffic Controllers
Aircraft Mechanics
Airline Dispatchers
Airline Pilots
Airline Flight Attendants
Airline Traffic Agents and Clerks
Airport Managers
Alarm System Workers, Guard and
Aluminum Industry Workers
Analysts, Operations Research
Analysts, Systems
Anesthetists, Nurse
Animal Care Workers
Announcers, Radio and Television
Anthropologists
Apartment Building Janitors
Appraisers, Real Estate
Archaeologists
Architects
Architects, Landscape
Armed Forces
Artists, Commercial
Arts, Fine
Asbestos and Insulating Workers
Assemblers in the Electronics Industry
Astronomers
Athletes, Professional
Athletic Coaches
Atomic Energy Technicians (Nuclear Technicians)
Attendants, Airline Flight
Attendants, Hospital
Attendants, Private Switchboard Console
Automatic Vending Route Workers
Automobile Manufacturing Workers
Automobile Salespersons
Automotive Body Repairers
Automotive Mechanics

Bakers
Ballroom Dance Teachers
Bank Offices
Bank Workers
Barbers
Biochemists
Blacksmiths
Boilermakers
Book Editors
Bookbinders
Bookkeeping Machine Operators
Bookstore Salesclerks
Botanists
Bowling Machine Mechanics
Brake Operators, Railroad
Bricklayers

Vocational choices . . . continued

Broadcast Technicians
Building Contractors
Building Service Workers
Bus Drivers, Local
Bus Drivers, Long-Distance Truck and
Business Agents, Union
Buyers
Cable Splicers, Line Installers and
Camp Counselors
Canning Workers, Food Freezing and
Carpenters
Cartographers
Cartoonists
Cashiers
Caterers
Cattle Raisers
Cement Manufacturing Workers
Cement Masons
Ceramic Engineers
Ceramic Industry Manufacturing Workers
Certified Public Accountants
Checkers, Food Store
Chefs, Cooks and
Chemical Engineers
Chemical Manufacturing Workers, Industrial
Chemical Technicians
Chemists
Child Day-Care Workers
City Managers
Civil Engineers
Civil Service Workers, Federal
Clay Products Manufacturing Workers, Structural
Clergy
Clerks, Airline Traffic Agents and
Clerks, Correspondence
Clerks, Drugstore
Clerks, File
Clerks, Postal
Clerks, Shipping
Clerks, Stock
Clinicians, Speech and Hearing
Clothing Manufacturing Workers
Clothing Salespeople, Retail
Coaches, Athletic
Coal Miners
College Student Personnel Workers
College Teachers
Commercial and Industrial Photographers
Commercial Artists
Composers
Compositors and Printing Press Operators
Confectionery Industry Workers
Construction Machinery Operators
Contractors, Building
Cooks and Chefs
Cooperative Extension Service Workers
Copywriters, Advertising
Correspondence Clerks
Cosmetologists
Counselors, Camp
Counselors, Rehabilitation
Counselors, School
Credit Workers
Criminologists
Crop Scientists
Custom Tailors and Dressmakers
Customs Workers

Dairy Farmers
Dairy Industry Workers
Dairy Technologists
Dance Teachers, Ballroom
Dancers
Data-Processing Machine Operators
Data-Processing Machine Service Technicians
Day-Care Workers, Child
Dealers, Farm Equipment
Delivery Route Salespersons
Demonstrators, Sales

Vocational choices . . . continued

Dental Assistants
Dental Hygienists
Dental Laboratory Technicians
Dentists
Designers, Fashion
Designers, Industrial
Designers, Scene
Designers, Ship
Designers, Interior
Detectives (Investigators)
Die Makers, Tool and
Diesel Mechanics
Dietitians
Directors, Motion Picture Producers and
Disc Jockeys
Dispatchers, Airline
Display Workers
Divers
Drafting Technicians
Dressmakers, Custom Tailors and
Drivers, Local Bus
Drivers, Long-Distance Truck and Bus
Drivers, Taxicab
Driving Instructors
Drug Manufacturing Workers
Drugstore Clerks
Drycleaning Workers
Duplicating Machine Operators

Economists
Editorial Workers, Magazine
Editors, Book
Editors, Film
Editors, Newspaper
Electrical Engineers
Electricians
Electronics Technicians
Electronics Industry, Assemblers in the
Electroplaters
Elementary School Teachers
Embalmers, Funeral Directors and
Employment Service Interviewers
Engineering Technicians
Engineers, Aerospace
Engineers, Agricultural
Engineers, Air-Conditioning
Engineers Ceramic
Engineers, Chemical
Engineers, Civil
Engineers, Electrical
Engineers, Environmental Health
Engineers, Fire Protection
Engineers, Flight
Engineers, Highway
Engineers, Industrial
Engineers, Mechanical
Engineers, Metallurgical
Engineers, Mining
Engineers, Nuclear
Engineers, Petroleum
Engineers, Safety
Engineers, Stationary
Engineers, Systems
Engineers, Traffic
Environmental Health Engineers
Examiners, Federal Government Inspectors and
Executive Housekeepers
Executives
Executives, Advertising Account
Export and Import Workers
Extension Service Workers, Cooperative

Factory Inspectors
Farm Equipment Dealers
Farm Laborers
Farmers, Dairy
Farmers, Fur
Farmers, Poultry

Vocational choices . . . continued

Farmers, Vegetable
Fashion Designers
FBI Agents
Federal Civil Service Workers
Federal Government Inspectors
 and Examiners
File Clerks
Film Editors
Fine Arts
Fire Fighters
Fire Protection Engineers
Fishers
Flight Attendants, Airline
Flight Engineers
Floor Covering Installers
Florists
Food Freezing and Canning
 Workers
Food Store Checkers
Food Store Workers
Food Technologists
Foreign Service Workers
Forest Technicians
Foresters
Foundry Workers
Free-Lance Writers
Fruit Growers
Fund Raisers
Funeral Directors and
 Embalmers
Fur Farmers
Fur Industry Workers
Furniture Manufacturing
 Workers

Gardeners and Ground
 Keepers
Geographers
Geologists
Geophysicists
Gift Shop Owners and
 Managers
Glass Manufacturing Workers
Glaziers
Grounds Keeper, Gardnerers and
Guard and Alarm System
 Workers

Hat and Millinery Workers
Health-Services Administrators,
 Hospital and
Helicopter Pilots
Highway Engineers
Historians
Home Appliance
 Service Technicians
Home Economists
Horticulturists
Hospital and Health-Services
 Administrators
Hospital Attendants
Hotel and Motel Workers
Hotel and Motel Managers
House-to-House Salespeople
Household Workers
Housekeepers, Executive
Hygienists, Dental
Hygienists, Industrial

Ice-Cream Manufacturing
 Workers
Illustrators, Medical
Import Workers, Export
 and
Industrial and Labor
 Relations Workers
Industrial Chemical
 Manufacturing Workers
Industrial Designers
Industrial Engineers
Industrial Hygienists
Industrial Machinery
 Repairers
Industrial Photographers,
 Commercial and
Inspectors, Factory
Inspectors and Examiners
 Federal Government
Installers, Floor Covering
Installers, Telephone
Instrument Makers
Instrument Repairers
Instrumental Music Teachers
Insulating Workers, Asbestos
 and

Vocational choices . . . continued

Insurance Adjusters
Insurance Agents
Interior Designers
Internal Revenue Agents
Interpreters, Translators and
Interviewers, Employment Service
Ironworkers and Steelworkers

Janitors, Apartment Building
Jewelers
Judges

Keypunch Operators
Kindergarten and Nursery School Teachers

Labor Relations Workers, Industrial and
Laboratory Assistants and Technicians, Medical
Laboratory Technicians, Dental
Laborers
Laborers, Farm
Landscape Architects
Landscaping and Nursery Workers
Lathers
Laundry Industry Workers
Lawyers
Leather Manufacturing Workers
Legal Assistants
Legal Secretaries
Letter Carriers
Librarians, Medical
Librarians, Public
Librarians, Special
Librarians, Tape
Library Technical Assistants

Licensed Practical Nurses
Line Installers and Cable Splicers
Literary Agents
Lithographers, Offset
Local Bus Drivers
Long-Distrance Truck and Bus Drivers
Longshore Workers and Stevedores

Machinery Repairers, Industrial
Machinists
Magazine Editorial Workers
Managers, Administrative
Managers, Airport
Managers, City
Managers, Gift Shop Owners and
Managers, Hotel and Motel
Managers, Restaurant
Managers, Theater
Managers, Traffic
Managers, Wildlife
Manufacturers' and Wholesalers' Sales Representatives
Marina Workers
Marine Sailors, Merchant
Marketing Research Workers
Masons, Cement
Mathematicians
Meat-Packing Workers
Meatcutters, Retail
Mechanical Engineers
Mechanics, Aircraft
Mechanics, Automotive
Mechanics, Bowling Machine
Mechanics, Diesel
Mechanics, Vending Machine
Medical Assistants
Medical Illustrators
Medical Laboratory Assistants and Technicians
Medical Librarians
Medical Record Practitioners

Vocational choices . . . continued

Medical Technologists
Merchant Marine Sailors
Messengers and Office Helpers
Metal Mining Workers
Metal Workers, Sheet
Metallurgical Engineers
Metals Industry Workers, Nonferrous
Meteorologists
Microbiologists
Millinery Workers, Hat and
Millwrights
Miners, Coal
Mining Engineers
Mining Workers, Metal
Models
Motel Managers, Hotel and
Motel Workers, Hotel and
Motion Picture Producers and Directors
Motion Picture Projectionists
Museum Workers
Music Teachers, Instrumental
Musical Instrument Manufacturing Workers
Musicians, Performing

News Photographers
Newspaper Editors
Nonferrous Metal Industry Workers
Nuclear Engineers
Nurse Anesthetists
Nursery School Teacher Kindergarten and
Nursery Workers, Landscaping and
Nurses, Licensed Practical
Nurses, Public Health
Nurses, Registered

Occupational Therapists
Oceanographers
Office Helpers, Messengers and
Office Machine Repairers
Officers, Police
Offset Lithographers
Operating Railroad Workers
Operations Research Analysts
Operators, Bookkeeping Machine
Operators, Construction Machinery
Operators, Data-Processing Machine
Operators, Duplicating Machine
Operators, Keypunch
Operators, Pest Control
Operators, Power Truck
Operators, Sewing Machine
Operators, Telephone
Operators, Teletypewriter
Ophthalmologists
Opticians
Optometrists
Orthotists and Prosthetists
Oseopathic Physicians
Owners, Small Business

Package Manufacturing Workers
Paint and Coatings Industry Workers
Painters and Paperhangers
Paper Industry Workers
Parking Attendants
Parole Workers, Probation and
Pathologists
Patternmakers
Pediatricians
Performing Musicians
Personnel Workers
Pest Control Operator
Petroleum Engineers
Petroleum Exploration and Production Workers
Petroleum Refinery Workers
Pharmacists
Pharmacologists
Photoengravers
Photographers, Commercial and Industrial
Photographers, News

Vocational choices . . . continued

Photographic Manufacturing Workers
Physical Education Teachers
Physical Therapists
Physicians
Physicians, Osteopathic
Physicians' Assistants
Physicists
Physics Technicians
Pilots, Airline
Pilots, Helicopter
Pipefitters, Plumbers and
Plasterers
Plastic Industry Workers
Playwrights
Plumbers and Pipefitters
Podiatrists
Police Officers
Political Scientists
Political Workers
Postal Clerks
Poultry Farmers
Power Truck Operators
Practical Nurses, Licensed
Printing Press Operators, Compositors and
Private Switchboard Console Attendants
Probation and Parole Workers
Producers and Directors, Motion Picture
Professional Athletes
Programmer
Projectionists, Motion Picture
Proofreaders
Prosthetists, Orthotists and
Psychiatric Social Workers
Psychiatrists
Psychologists
Public Accountants, Certified
Public Health Nurses
Public Health Sanitarians (Environmentalists)
Public Librarians
Public Relations Workers
Public Utility Workers
Purchasing Agents

Radio and Television Announcers
Radio-TV Service Technicians
Radio-TV Time Salespersons
Radiologic Technologists
Radiologist
Railroad Brake Operators
Railroad Track Workers
Railroad Workers, Operating
Real Estate Agents
Real Estate Appraisers
Receptionists
Recreation Leaders
Refinery Workers, Petroleum
Registered Nurses
Rehabilitation Counselors
Religious Occupations
Repair Workers, Telephone Installers and
Repairers, Automotive Body
Repairers, Industrial Machinery
Repairers, Instrument
Repairers, Office Machine
Repairers, Shoe
Repairers, Watch
Reporters
Reporters, Shorthand
Respiratory Therapists
Restaurant Managers
Retail Clothing Salespeople
Retail Meatcutters
Retail Salespeople
Revenue Agents, Internal
Roofers
Route Workers, Automatic Vending
Rubber Industry Workers

Safety Engineers
Sailors, Merchant Marine
Sales Demonstrators
Sales Representatives, Manufacturers' and Wholesalers'
Sales Representatives, Securities
Salesclerk, Bookstore

Vocational choices . . . continued

Salespeople, House to House
Salespeople, Retail
Salespeople, Retail Clothing
Salespersons, Automobile
Salespersons, Delivery Route
Salespersons, Radio-TV Time
Sanitarians, (Environmentalists) Public Health
Scene Designers
School Counselors
School Superintendents
Science Writers
Scientists, Crop
Scientists, Soil
Scriptwriters
Secondary School Teachers
Secretaries
Secretaries, Legal
Securities Sales Representatives
Service Representatives for Public Utilities
Service Station Workers
Service Technicians, Home Appliance
Service Technicians, Radio-TV
Service Workers, Building
Service Technicians, Data-Processing Machine
Sewing Machine Operators
Sheet Metal Workers
Ship Designers
Shipbuilders
Shipping Clerks
Shoe Manufacturing Workers
Shoe Repairers
Shorthand Reporters
Singers
Small Business Owners
Social Workers
Social Workers, Psychiatric
Sociologists
Soft Drink Industry Workers
Soil Scientists
Special Librarians
Speech and Hearing Clinicians
Stationary Engineers
Statistical Workers
Steelworkers, Ironworkers and
Stevedores, Longshore Workers and
Stock Clerks
Structural Clay Products Manufacturing Workers
Structural Iron Workers
Student Personnel Workers, College
Superintendents, School
Supervisors
Surveyors
Switchboard Console Attendants, Private
System Workers, Guards and Alarm
Systems Analysts
Systems Engineers

Tailors and Dressmakers
Tape Librarians
Taxicab Drivers
Teacher Aides
Teacher, Ballroom Dance
Teachers, College
Teachers, Elementary School
Teachers, Instrumental Music
Teachers, Kindergarten and Nursery School
Teachers, Physical Education
Teachers, Secondary School
Teachers of Exceptional Children
Technical Writers
Technicians, Aerospace
Technicians, Air-Conditioning
Technicians, Atomic Energy
Technicians, Broadcast
Technicians, Chemical
Technicians, Dental Laboratory
Technicians, Drafting
Technicians, Electronics
Technicians, Engineering
Technicians, Forest
Technicians, Medical Laboratory Assistants and
Technicians, Nuclear
Technicians, Physics
Technicians, Radio-TV Service
Technologists, Dairy
Technologists, Food
Technologists, Medical

Vocational choices . . . continued

Technologist, Radiologic
Telephone Installers and Repair Workers
Telephone Operators
Teletypewriter Operators
Television Announcers, Radio
Textile Industry Workers
Theatre Managers
Therapist, Occupational
Therapists, Respiratory
Timber Workers
Time Salesperson, Radio-TV
Tobacco Manufacturing Workers
Tool and Die Workers
Traffic Agents and Clerks Airline
Traffic Controllers. Air
Traffic Engineers
Traffic Managers
Translators and Interpreters
Travel Agency Workers
Tree Experts
Truck and Bus Drivers, Long-Distance
Truck Operators, Power
Typists

Union Business Agents
Upholsterers
Urban and Regional Planners
Utilities, Service Representatives for Public
Utility Workers, Public

Vegetable Farmers
Vending Machine Mechanics
Veterinarians

Waiters and Waitresses
Waiters' Assistants
Warehouse Workers
Watch Repairers
Welders
Wildlife Managers
Writers, Free-Lance
Writers, Science
Writers, Technical

X-Ray (Radiologic) Technologists

Zoologists

MILITARY OPPORTUNITIES

SELECTIVE SERVICE INFORMATION

As of January 1, 1981, all males who become 18 years old are required to register at a classified post office. A schedule of registration dates, according to birthdate is available at each post office.

SERVICE OPPORTUNITIES

Although the first obligation is military service, those who enlist have a wide selection of training programs for vocations of their choice. It is helpful to take the A.S.V.A.B. (Armed Services Vocational Aptitude Battery) during 11th or 12th grade. A profile of A.S.V.A.B. scores can suggest both qualification and interest in specific occupational areas. Taking the A.S.V.A.B. while in high school does not obligate a student to the Armed Services.

If a person has a high school diploma, or has successfully passed the G.E.D (General Equivalence Diploma), and has parental consent, that person may enlist at age 17. Those who are 18 years old must pass the Armed Forces Mental Evaluation Test.

There are many enlistment options including delayed entry and reserve programs offered by each of the Armed Services. Those who are interested may visit recruiting offices to determine what programs meet their individual needs.

ARMED SERVICES OPPORTUNITIES FOR WOMEN

Females age 17, may enlist with a high school diploma, the G.E.D. (Army does not accept G.E.D.), and parental consent. All military assignments are available to women except:

Military . . . continued

Army:	No combat duty
Navy:	No assignments in nuclear power field
Marines:	No combat duty
Air Force:	No combat duty
Coast Guard:	No wartime assignment

All military academies and R.O.T.C. programs are also accepting qualified women applicants.

ARMED SERVICES EDUCATIONAL OPPORTUNITIES

All of the Armed Services have a veteran's educational assistance program. It provides two dollars for every one dollar saved by the veteran toward post-service education.

The Armed Services also provide college credit programs.
Army: Project Ahead: (Army Help for Education and Development). Up to 75% paid by Army. Classes usually help on post three year program. Counseling available through schools offering programs and credits.
Navy: Navy Campus for Achievement. From 75-100% paid by Navy. Career counselor on base. Thirteen to fourteen colleges offering credit courses. B.A. program must be completed in ten years. Teacher available on cruises.
Boost: Broad Opportunities for Officer Training (Naval). Academic assistance for entrance into N.R.O.T.C. or Naval Academy. Program in San Diego.
Marines: College on base. From 75-100% tuition paid. Platoon leader class. (Officer training during summers while in regular college attendance).
Air Force: Tuition assistance program. As much as 75% paid by Air Force. Community college of Air Force. College credit for specialized training.

SERVICE ACADEMIES

Men and women compete on equal terms for nomination to service academies. (The criteria for competition is the same for females and males). Major sources authorized to make nominations are the Vice President, members of Congress, and the departments of Army, Navy, and Air Force. Upon nomination applicants must qualify academically, medically, and physically for a specific academy.

Military . . . continued

Applicants must be U.S. Citizens, aged 17 to 22, of good moral character, as well as being academically, medically and physically qualified. They cannot be married, nor will marriage be allowed while enrolled at the academy.

Interested students should prepare early by maintaining a high grade point average in a college preparatory program. Also it is advantageous for prospective nominees to participate actively in high school programs that improve physical abilities. Nominees are required to have S.A.T. or A.C.T scores as well as a medical examination administered through an academy. Students seeking nomination should write their congressional representatives during the spring of their junior year in high school. This initial contact is important because it starts in admissions file, and provides both catalogs and application forms.

SERVICE ACADEMY ADDRESSES

Director of Admissions and Registrar
U.S. Air Force Academy
Colorado Springs, CO 80840

Director of Admissions and Registrar
U.S. Military Academy
West Point, N.Y. 10996

Superintendent
ATTN: Candidate Guidance
U.S. Naval Academy
Annapolis, MD 21402

Director of Admissions and Registrar
U.S. Coast Guard Academy
New London, CT 06320

OBTAINING A JOB

THE JOB HUNT

You want a job. Somewhere, some employer has the right job for you - one that makes use of your knowledge and abilities and provides challenge and opportunities for advancement.

To find that job you need to plan a job search. You have a product to sell - your knowledge, skills, personality, and experience. Getting a job is a sales campaign. If you carry out this sales campaign effectively, you will find a job in which you can be successful.

INVENTORY

You have the best chance of job success if you select the job that is right for you. Some form of a personal inventory will help you review your job assets (valuable qualities) and job liabilities (disadvantages). With this information you can best choose the work you would like and could do.

A suggested means of making a personal inventory is by answering the following questions honestly on a separate sheet of paper.

1. What personal qualities do I have that make me good at certain work? (For example: honesty, reliability, like to work with machines, leadership, can follow orders, etc.)
2. What kind of work have I done? (Include part-time, summer, volunteer work, babysitting, yardwork, newspaper delivery, etc.)
3. What did I like about each job? Why?
4. What did I dislike about each job? Why?
5. Why did I leave the job?
6. What did I learn on the job that I can use in another position? (For example: operation of machine or office equipment, reading a blueprint, etc.)

7. What school courses or training did I like best? Why?
8. What school courses or training did I dislike? Why?
9. What honors or scholarships have I earned?
10. What were/are my extra curricular activities at school? (Include offices you have held.)
11. What are my hobbies or volunteer activities.
12. What are my special talents or aptitudes? (I play the guitar. I speak a language other than English, I am a good mechanic, etc.)
13. How can I relate these talents to a job?
14. What kind of machines can I operate?
15. What do I learn most easily?
16. Does my physical condition limit me in any way?
17. What kind of work do I want to be doing 5 or 10 years from now?
18. What sort of job should I seek now in order to prepare for my goal?
19. Do I have an adequate command of the English language? (Trouble spots in grammer, sentence structure and punctuation will be spotted quickly by an interviewer.)
20. Is my handwriting legible? (Employers consider legibility and neatness of handwriting a clue to overall character.)
21. How is my spelling?
22. How limited is my vocabulary? (There is a definite relationship between the size of one's vocabulary and his/her success in the world.)

JOB SELECTION

Review your qualifications and see if they fit the requirements of jobs you want to seek. Will you measure up?

Perhaps you have considered all the factors in your inventory but still you are not ready to answer the key question: WHAT KIND OF A JOB DO I WANT? You need to learn more about different kinds of jobs.

Job Selection . . . continued

A good place to get information about jobs and job qualifications is the Career Center in your school. Information available includes the *Occupational Outlook Handbook* and occupational briefs as well as other books, pamphlets and audio-visual material. These will tell you about the work involved, where jobs are located, what training and other qualifications are needed to fill them, and the chances for advancement. You will get assistance in identifying areas you might want to consider. Your counselor can help you analyze your grades and school performance to match these to job qualifications.

It is a good idea to interview workers in various occupations to get another viewpoint of jobs you are considering. Ask them what they like and dislike about the jobs. Parents, friends, and relatives are also good sources of information about what to expect in the world of work. With all of this you can make a better choice of occupation.

Now that you have made a choice consider WHY you want the job. Give enough thought to WHY you have selected *that* job. You may be asked the question by the employer and the answer could make the difference between being hired or not.

JOB SEARCH

How are you going to find *that* job? You have to organize a plan of action. Finding a job is not something that just happens. It is something you make happen.

As you will be in the business of selling your skills and services, you will have to abide by a major rule in selling. "See as many people as you can". In job hunting this means you have to go out and ask *and keep on asking*. A suggestion is to apply for 20 interviews a week.

More often than not it is important to apply in person. Don't hesitate to contact employers just because you don't know if they have an opening in your field. Many employers rely on walk-in applicants to fill their jobs.

Other means of obtaining interviews may be by:

Telephone - Arrange interviews by telephone, but, never discuss a specific job or ask if there are any openings. Make an appointment and go in for an interview. The employer wants to see you as well as talk to you about a job.

Mail - Send letters of application with your resumes stating the type of position you are seeking and your qualifications. An employer will then contact you if he is interested in interviewing you.

Use of Agencies - Use public and private employment agencies, such as the Youth Employment Service; unions; friends and relatives; register in the Career Center; classified ads; local newspaper.

APPLICATION FORMS

Completing employers applications is a skill which must be mastered. This is the employer's first introduction to you. He will get an impression of you and your abilities from this form. Some general rules to follow are:

1. Use ink or typewriter. BE NEAT. Read it over first so you will know what is being asked. Spell correctly.
2. Answer every question that applies to you. (If a question does not apply you may write N/A for not applicable or draw a line through the space to show that you did not overlook the question.
3. Give your complete address, including the zip code.
4. The question on place of birth refers to the city and state where you were born - not the name of the hospital.
5. A question on job preference or "job for which you are applying" should be answered with a specific job title or type of work. DO NOT write "Anything."
6. Have a list of all schools you have attended and the dates of attendance. Do not include elementary or junior high schools.
7. Be prepared to have several good personal references. You should ask permission of those you plan to list. You might include: a) the pastor of your church, b) a teacher or counselor who knows you well, or c) friends who are established in business. Be sure you have their names, addresses (complete), phone number, and occupation.
8. When you write your name on the application, use your correct name - not a nickname.

The labor market is always changing. Jobs are generally available at every level of competence. Amazingly, half of the available jobs are newly created. Other openings are made available by people quitting jobs, lay-offs, firings, retirements and deaths. Consequently, thousands of jobs are available every month. You have to want to do the job and have to look for that opening.

DID YOU KNOW . . .

When you graduate, you will be competing with close to 3,000,000 other graduating students.

MPLOYMENT APPLICATION

RM C-190 (7-72)

AN EQUAL OPPORTUNITY EMPLOYER

PLEASE TYPE OR PRINT IN INK

AME LAST FIRST – MIDDLE Clam, J. Pismo	SOCIAL SECURITY NO 870-69-1234	DATE OF THIS APPLICATION 7/17/81
TREET ADDRESS CITY – STATE ZIP CODE 38 Beach Dr., Rowland Heights, CA 91748	TELEPHONE (213) 964-9657	POSITION DESIRED Clerk Typist

RE YOU UNDER AGE 18? ☐ YES ☒ NO RE YOU OVER AGE 65? ☐ YES ☐ NO	U.S.A. CITIZEN? ☒ YES ☐ NO	IF YOU ARE NOT A CITIZEN ARE YOU LEGALLY ENTITLED TO REMAIN IN THE U.S. PERMANENTLY? N/A ☐ YES ☐ NO	ALIEN REGISTRATION NUMBER N/A

☐ SINGLE ☐ MARRIED	☐ WIDOWED ☐ DIVORCED ☐ SEPARATED	NO. OF DEPENDENT CHILDREN 0	ARE YOU WILLING TO WORK NIGHT SHIFT? ☒ YES ☐ NO	DO YOU READ BLUEPRINTS? ☐ YES ☒ NO	SPECIAL QUALIFICATIONS SHORTHAND SPEED (WORDS PER MINUTE): 120 TYPING SPEED (WORDS PER MINUTE): 75

O YOU HAVE A CURRENT DOD SECURITY LEARANCE ☐ YES ☒ NO

F YES, WHAT LEVEL?

PHYSICAL CHARACTERISTICS

HEIGHT 5 FT 7 IN	WEIGHT 117 LBS	ANY PHYSICAL DISABILITY OR SERIOUS ILLNESS? IF YES, EXPLAIN ☐ YES ☒ NO

MILITARY STATUS	HAVE YOU EVER SERVED IN THE ARMED FORCES OF THE UNITED STATES? N/A YES ☐ NO	DATE OF SEPARATION --	TYPE OF SEPARATION --	RESERVE STATUS ☐ READY ☐ OTHER ☐ STANDBY N/A ☐ NONE	SELECTIVE SERVICE CLASSIFICATION N/A

DUCATION	HIGH SCHOOL (CIRCLE LAST GRADE COMPLETED) 9 10 11 [✓ 12]	GRADUATE ☒ YES ☐ NO	DATE OF GRADUATION 6/81

TYPE OF SCHOOL	NAME OF SCHOOL, CITY AND STATE	DATES ATTENDED FROM	DATES ATTENDED TO	YEAR GRADUATED	DEGREE OR	NO. OF UNITS COMPLETED	MAJOR AND MINOR SUBJECTS
COLLEGE OR UNIVERSITY							
	N/A						
MILITARY							
OTHER							

EMPLOYMENT HISTORY (ACCOUNT FOR ALL PERIODS OF MILITARY SERVICE AND UNEMPLOYMENT)
LIST ALL JOBS DURING PAST TEN YEARS – START WITH THE MOST RECENT

EMPLOYED BY		DATES (MO. – YR.)	BASE PAY (HOUR WEEK)	JOB TITLES AND DUTIES
OMPANY El Rippoff Oil Company		FROM 10/80	START $ 3.25/hr	Office Clerk - Filing, type reports,
ADDRESS STREET – CITY 1215 Gusher St., Rowland Hts.		TO 6/81	END $ 3.75/hr	letters, answer telephone
STATE CA	SUPERVISOR Susie Wells	TOTAL MONTHS 8 Mo.	REASON FOR TERMINATION: ☐ VOLUNTARY ☐ LAYOFF ☐ DISCHARGE EXPLAIN Part-time work - need full time work	
OMPANY		FROM	START $	
ADDRESS STREET – CITY		TO	END $	
STATE	SUPERVISOR	TOTAL MONTHS	REASON FOR TERMINATION: ☐ VOLUNTARY ☐ LAYOFF ☐ DISCHARGE EXPLAIN	
COMPANY		FROM	START $	
ADDRESS STREET – CITY		TO	END $	
STATE	SUPERVISOR	TOTAL MONTHS	REASON FOR TERMINATION: ☐ VOLUNTARY ☐ LAYOFF ☐ DISCHARGE EXPLAIN	
COMPANY		FROM	START $	
ADDRESS STREET – CITY		TO	END $	
STATE	SUPERVISOR	TOTAL MONTHS	REASON FOR TERMINATION: ☐ VOLUNTARY ☐ LAYOFF ☐ DISCHARGE EXPLAIN	
COMPANY		FROM	START $	
ADDRESS STREET – CITY		TO	END $	
STATE	SUPERVISOR	TOTAL MONTHS	REASON FOR TERMINATION: ☐ VOLUNTARY ☐ LAYOFF DISCHARGE EXPLAIN	

IF ADDITIONAL SPACE IS NEEDED, USE ADDITIONAL EMPLOYMENT APPLICATION FORM

SUPPLEMENTARY INFORMATION

PROFESSIONAL ACHIEVEMENTS OR OTHER QUALIFYING DATA FOR THE POSITION YOU SEEK

ACTIVITIES INDICATE PARTICIPATION IN ORGANIZATIONS AND OTHER EXTRACURRICULAR ACTIVITIES, EXCLUDING THOSE WHICH INDICATE UNION AFFILIATION, RACE, CREED, COLOR, NATIONAL ORIGIN OR SEX

PROFESSIONAL ASSOCIATIONS	OFFICES HELD
Associated Student Body - Too Hip High School	Vice President - 1980-81
Class of '81	Junior Class President
Future Business Leaders of America	

SCHOLASTIC HONORS, HONORARY FRATERNITIES AND SCHOLARSHIPS	PERCENT OF SCHOOL EXPENSES EARNED
Ed Chambers Vocational Award	50%

OTHER QUALIFICATIONS
I have had R.O.P. Banking Occupations Training

WHICH LANGUAGES DO YOU SPEAK FLUENTLY?	READ FLUENTLY?	WRITE FLUENTLY?
English - Spanish	English - Spanish	English - Spanish

HAVE YOU EVER BEEN EMPLOYED BY THIS CORPORATION? ☐ YES ☒ NO IF YES, GIVE NAME OF DIVISION OR SUBSIDIARY & DATES OF SERVICE.

EMPLOYEE NUMBER (IF KNOWN):

RELATIVES AND REFERENCES

FULL NAME OF WIFE OR HUSBAND	COMPLETE ADDRESS	TELEPHONE
N/A	----	---

IN CASE OF ACCIDENT NOTIFY FULL NAME	COMPLETE ADDRESS	TELEPHONE	RELATIONSHIP
Mr. or Mrs. J.C. Clam	638 Beach Dr., Rowland Hts, CA	(213)964-9657	Parents

LIST THREE REFERENCES — DO NOT INCLUDE RELATIVES

FULL NAME	COMPLETE ADDRESS	TELEPHONE	OCCUPATION	YEARS KNOWN
Larry Oilslick	1215 Gusher St., Rowland Hts, CA	(213) 912-6666	Personnel Dir.	11 Mo
Frazier Smith	700 E. Amapola, Rowland Hts., CA	(213) 913-0000	Work Experience Coordinator	2 Yr.
Daisy Fantasy	700 E. Amapola, Rowland Hts., CA	(213) 913-0000	Teacher	4 Yr.

HAVE YOU ANY RELATIVES EMPLOYED AT NORTHROP OR ITS SUBSIDIARIES? ☐ YES ☒ NO IF YES, PLEASE LIST NAME OR NAMES AND WHERE.

HOW WERE YOU REFERRED TO NORTHROP?	ACQUAINTANCES (NOT RELATIVES) EMPLOYED AT NORTHROP WHOM YOU WISH TO NAME AS REFERENCES
Youth Employment Service	None

SINCE YOU WERE 16 YEARS OLD, HAVE YOU EVER BEEN CONVICTED ON ANY CHARGE BY ANY COURT OR COURTMARTIAL? ☐ YES ☒ NO
IF YES, LIST CONVICTIONS AND DISPOSITIONS, DATES AND PLACES. **(DO NOT LIST MINOR TRAFFIC VIOLATIONS)**

Are you now, or have you ever been a member in any organization, association, movement, group, or combination of persons, (1) which advocates the overthrow of our constitutional form of government, (2) or which had adopted a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, (3) or which seeks to alter the form of Government of the United States by unconstitutional means?

WRITE YES OR NO No

If yes, name the organization and give complete details on a sheet to be attached hereto

I hereby certify that the answers given by me to the foregoing questions and statements made are true and correct, without mental reservations of any kind whatsoever. I agree to submit to a physical examination, if requested, and understand that my employment will be contingent upon the results thereof. I also authorize my former employers to give any information they may have regarding me. I hereby release them and their company from all liability for any damage whatsoever for issuing same. If, upon investigation, anything contained in this application is found to be untrue, I understand that I will be subject to dismissal at any time during the period of my employment.

J. Priams Clam 7/8/81
SIGNATURE OF APPLICANT DATE

INTERVIEWER'S COMMENTS

OFFER MADE: ☐ YES ☐ NO DATE:

IF NO OFFER MADE GIVE REASON:

INTERVIEWER'S INITIALS:

CLASSIFICATION:

DEPT: RATE: START DATE:

SECONDARY INTERVIEW? ☐ YES ☐ NO SUP'R:

ACCEPTED: ☐ YES ☐ NO

IF OFFER WAS REFUSED GIVE REASON:

INTERVIEWER'S INITIALS:

ADDITIONAL COMMENTS:

FORM C-190 (7-72) BACK

LETTERS OF APPLICATION

The importance of filling out the application form completely and neatly has been discussed. This alone, of course, will not get you a job. Most often, it is in the personal interview that the employer decides who will be hired. Both the application form and the letter of application (if well done) can get you into the employer's office for the interview. There are times when writing a letter of application is the only way of getting a personal interview. You should write a letter of application in these situations:

1. When you wish to apply for an out-of-town job (especially if it is a business or professional position.)
2. When you answer a newspaper advertisement which asked that you apply by mail.
3. When you wish to be interviewed by business friends of your family.
4. When an employer asked that you write a letter of application. (Sometimes this is done to see how well you can use correctly written English and also to see how well you type or how neatly you write.)

When you apply for a job, it is necessary to sell yourself to the employer. Telling the employer how badly you need a job will not improve your chances of being hired! In fact, you should not mention your own needs. You must convince the employer that hiring you will benefit the company, but you must not exert pressure in any way.

A letter of application, then, is a sales letter. As with any kind of sales letter, you must make a good first impression. This means that you will type your letter unless you are answering an advertisement which asked you to apply in your own handwriting. (If you do not type, handwritten letters are acceptable.) If you are applying for a job as a typist, stenographer, or other clerical office worker, this is an excellent opportunity to show the employer how neatly you can set up and type a letter. No matter what job you apply for, a neatly typed letter that has all the words spelled correctly is impressive.

Here are some suggestions which will help you write a letter of application that will get attention:

1. Write a first copy so that you can develop what you should say the way you should say it. This will be rewritten or typed after you have polished it up. (You might ask a teacher or a friend in business to help you with this.)
2. In your first sentence, establish a point of contact. This should tell where or from whom you learned about the job. You might say, "At the suggestion of Mr. Oxford (a mutual friend), I am writing regarding the job as messenger in your office." If you are writing in answer to a newspaper advertisement, you might begin, "Your advertisement in today's News Press for a typist clerk describes the work which I think I do best."
3. In the second sentence, state that you are applying for the job. You might say, "Please consider me an applicant for this position," or "I should like to be considered for this job."
4. If you have little to say about how your education and experience qualifies you for the job, this can all go in the second paragraph. If you have no experience, do not make excuses; just tell how your education (classes in typing, bookkeeping, auto shop, etc.) will help you in this job. If you have more to say about both your education and experience, separate paragraphs should be used for each.
5. In your last paragraph, ask for a personal interview at the employer's convenience and leave your phone number.

Some businesses receive dozens of application letters for each job. If they have advertised in the newspaper, they may receive hundreds of letters. Interviews are usually given only to those whose letters are neat, well-written, and have all the words correctly spelled. This means that if you are very careful about how you write your letter, you will have a big advantage.

After you have written one really good letter, you can make it the basis for letters of application for other jobs! Of course, you will have to change the first paragraph about what job you are applying for and how you learned about it. However, the paragraphs on your education and experience, references, and the last paragraph in which you ask for an interview need to be changed very little.

Before you rewrite or type your letter for mailing, carefully read the sample letter. It may give you some additional ideas for polishing up your letter. These suggestions will help you in preparing your copy for mailing:

1. If you are typing your letter, clean your type before you begin. A letter typed on a dirty machine will show a's, e's and p's with blackened areas which should be white. Set your margins about one and one-half inches on the left and right sides of your paper.
2. Type your street address two inches from the top of the sheet. This can begin at the left margin or end even with the right margin. On the next line, type your city, state, and zip code. On the third line, type the date.
3. Begin the inside address (person or company to whom you are writing) about one and one-half inches down from the date line. If you letter is very short, you will need to leave several more spaces between the date and the inside address so that your letter will be centered on the sheet when completed. Check to be certain that you have spelled correctly the name of the person and company and that the address is correct. People are particular about how their names are spelled!
4. If you are addressing your letter to an individual, your salutation should be Dear Mr. Fox:, or Dear Miss Doe:, or Dear Mrs. Winn:, or you can write Dear Ms. Jones: (Always follow the person's name with a colon.) If you are writing to a company or to a personnel office and do not know the name of the person who will read and act upon your letter, you should use the salutation Gentlemen:

5. Type the main part of your letter very carefully. It will make the best impression if there are no mistakes, but one or two careful corrections are acceptable.
6. Your closing should be Yours truly, or Yours very truly, or Very truly yours, (always following the closing with a comma.) Only the first word of the closing should begin with a capital letter.
7. After the closing, space down four (4) spaces and type your name.
8. Before you remove your letter from the typewriter, read it carefully to see whether there are any mistakes which could be more easily corrected while the letter is still in the machine.
9. Sign your name in ink above the typewritten signature.

638 Beach Drive
Rowland Heights, CA 91748
May 12, 19--

Mr. James Page, Personnel Director
Zeppelindynamics Incorporated
7255 Houses of the Holy Avenue
City of Industry, CA 91744

Dear Mr. Page:

Mr. Frazier Smith, the work experience counselor at Too Hip High School, suggested that I contact you about the clerk typist position in your business office. Please consider me an applicant for this position.

On June 15, I shall graduate from Too Hip High School where I have majored in business education. My courses have included two years of typewriting, two years of shorthand and transcription, business machines, and office practice. My typing speed is 75 words a minute, and I take shorthand at 120 words a minute.

During my senior year at Too Hip High School, I participated in the work experience program. My work station was the accounting office of the El Rippoff Oil Company where I made use of and improved the skills I learned in school.

I plan to continue my education in night school and hope someday to be an executive secretary. May I have an interview? I shall be glad to call at your convenience. My home telephone is (213) 964-9657.

Yours truly,

J. Pismo Clam

PERSONAL DATA SHEETS

As stated earlier, the letter of application, if done well, can get you into the employer some additional information about yourself which is not usually put into the letter of application. The accepted way of presenting this information is in the form of a personal data sheet. This information includes details about the courses you have taken in school; experience if any; your age, height, weight, and general health; and hobbies which might be related to the job for which you are applying. It is generally better to list these details on a data sheet as they can be easily referred to than if they were a part of your letter of application. Another name for a personal data sheet is résumé.

Remember, if you have no experience, do not mention it! You should tell about the qualities you do have - not what you do not have. Leave out references, your picture, salary requirement, social security number, availability date, date of résumé, request for interview, political and religious affiliation. You should make a number of copies of your résumé and include one with each letter of application to employers. To assist you in making up your own résumé, study the sample provided.

PERSONAL DATA

Personal

Name - J. Pismo Clam
Address - 638 Beach Drive, Rowland Heights, CA   91748
Height - 5 feet, 7 inches
Weight - 117 pounds

Skills

Typing - 75 words a minute
Shorthand - 120 words a minute
Filing
Key punching
Adding machine - 10-key and full-key

Education

Graduate of Too Hip High School, June 15, 19--

Subjects studied -

Typewriting 2 years
Shorthand 1 1/2 years
Transcription 1/2 year
Business machines 1/2 year
Office practice 1 year
English 3 years
Math 3 years
Science 2 years
History 2 years
Work Experience 1/2 year

Experience

One semester as part-time stenographer, El Rippoff Oil Company

Outside Interests & Hobbies

Theater arts, tennis

References

Mr. Larry Oilslick, Personnel Director, El Rippoff Oil Company,
1215 Gusher Street, Rowland Heights, CA   91748
Mr. Frazier Smith, Work Experience Coordinator, Too Hip High School,
700 East Amapola, Rowland Heights, CA 91748
Miss Daisy Fantasy, Business Education Teacher, Too Hip High School,
700 East Amapola, Rowland Heights, CA 91748

INTERVIEW

Once you have completed the application, the next step in the employment process is the interview; this is a critical step.

If possible, do some "homework" before the interview. Find out:

1. What does the firm do?
2. What are its products or services?
3. Has the company grown?
4. How do its prospects for the future look?
5. What is the firm's reputation?
6. Who is in charge of the company?
7. Who is in charge of the department you would be working for?
8. What kinds of jobs do they have that you could do?

When you go for the interview follow these suggestions:

1. Be on time for the interview. Plan on being 15 minutes early.
2. Have a specific job or jobs in mind.
3. Review in your mind your qualifications for the job.
4. Review in your mind information about yourself such as:
   a. Your hobbies.
   b. Your special abilities.
   c. Your future plans.
   d. Why you want to work for that particular company.
   e. Why you want the particular job.
   f. If you can get recommendations from previous employers.
   g. Your ideas on salary.
   h. How long you intend to work.
5. Be well-groomed
   a. Hair - neat, clean and styled simply.
   b. Makeup (used sparingly and applied carefully.)

c. Cleanliness - body odors and bad breath are offensive. Clothes should be freshly laundered and pressed.

d. Clothing - tailored, coordinated suit or dress is preferred. Extremely high styled or exotic fashions are out of place.
Shoes should be well-cared for and polished.

6. Go alone - you are looking for the job, not your mother, uncle, best friend, etc.
7. Don't smoke or chew gum.
8. Be yourself - answer all questions with more than a yes or no.
9. Answer all questions honestly and speak clearly.
10. Don't give up - if it is a job you really think you want, go back or call back and ask if the job has been filled. Persistence counts.

The following questions are frequently asked in an interview:

1. Why do you think you might like to work for our company?
2. Why do you think you would like this particular type of job?
3. Have you had any serious illness or injury?
4. What job in our company do you want to work toward?
5. Can you take instructions without feeling upset?
6. What are your special abilities?
7. What are your future vocational plans?
8. What do you know about our company?
9. Do you prefer working with others or by yourself?

NOTE: If you take the time necessary to write out brief answers to each of these questions, it can help you establish ready answers.

Why Students Fail To Be Hired

A survey done by the California Employment Development Department has shown specific reasons students do not get hired. They are:

1. Lack of planning for career - no purpose and goal.
2. Lack of interest and enthusiasm; passive; indifferent.
3. Lack of confidence and poise; nervous; ill at ease.
4. Never heard of company.
5. Poor personal appearance.
6. Overbearing, overaggressive, conceited, superiority complex, know-it-all.
7. Inability to express self clearly; poor voice, diction, grammar.
8. Overemphasis on money, interested only in best dollar offer.
9. Poor scholastic record, just got by.
10. Unwilling to start at the bottom; expects too much too soon.
11. Makes excuses, hedges on unfavorable factors in record, evasive.
12. Lack of tact.
13. Lack of maturity.
14. Lack of courtesy; illmannered.
15. Condemnation of past employers.
16. Lack of social understanding.
17. Marked dislike for school work.
18. Lack of vitality.
19. Fails to look interviewer in the eye.
20. Limp, "dead fish" handshake .
21. Indecision.
22. Friction with parents.
23. Sloppy application form.
24. Wants job only for short time.
25. Lack of knowledge of field of specialization.
26. Parents make decisions.
27. No interest in company or in industry.
28. Emphasis on whom he/she knows.

29. Unwillingness to go where sent.

30. Cynical.

31. Narrow interests.

32. Poor handling of personal finances.

33. Inability to take criticism.

34. Lack of appreciation of the value of experience.

35. Radical ideas.

36. Late to interview without good reason.

37. Asks no questions about the job.

38. Indefinite response to questions.

KEEPING THE JOB

Once you get the job, you must keep it. Repeated studies show that more workers lost their jobs due to poor character qualities than to lack of skill. Some of the qualities found most objectionable are:

1. Carelessness.
2. Unwillingness to follow rules.
3. Laziness.
4. Absence or tardiness.
5. Troublemaking.
6. Too much attention to outside interests.
7. Lack of initiative.
8. Too little or too much ambition.
9. Disloyalty.
10. Irresponsibility.
11. Lack of adaptability.
12. Misrepresentation.

Getting ahead on the job is not always just doing the work. You will have to consider whether you will need further education or training so you can advance on your job. You need to consider:

Where you can get more training if you need it?
Would you be further along 5-10 years from now if you went to night school in addition to doing your job?
Will additional skills help you?
Is it possible to get financial assistance for future training?

DID YOU KNOW . . . .

Most people who earn $15,000 or more per year have had additional education or training after high school.